**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

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| **POST TITLE:** | Director of Human Resources |
| **GRADE:** | Chief Officer |
| **RESPONSIBLE TO:** | Chief Executive / Chief Fire Officer |
| **RESPONSIBLE FOR:** | Head of Human Resources  Group Manager, Employee Resourcing  Head of Organisational Development  Head of Occupational Health, Safety and Wellbeing |
| **PURPOSE OF POST:** | Lead and direct the Employment Services function and its  employees. |

##### MAIN DUTIES AND RESPONSIBILITIES

1. Support the Chief Executive and Management Board to discharge the duties of the Fire & Rescue Authority and make recommendations on suitable policies to adopt in respect of all Employment Services functions.
2. Set strategic direction across the Employment Services function including, Human Resources (including pensions), Employee Resourcing, Leadership and Organisational Development, Diversity and Inclusion and Occupational Health, Safety and Well-being.
3. Provide leadership to the departments of the Employment Services function to ensure the delivery of high quality services, effective change management and audit, monitor and review performance of the above references and develop/update policies and procedures to ensure continuous improvement.
4. Contribute to the corporate budget setting and management processes.
5. Drive the continuous improvement of the Authority’s human resources strategies and secure corporate approval through Management Board and the Authority.
6. Drive the development of effective working relationships with key external service providers e.g. Authority Medical Adviser.
7. Develop and deliver effective recruitment and selection arrangements to ensure the organisation is provided with the right people to fulfil its objectives.
8. Manage the recruitment, training and probationary progress of operational personnel including the application of relevant legislation and guidance.
9. Develop and deliver effective occupational health and well-being services including the monitoring of sickness absence management.
10. To be responsible for the provision of Occupational Health and Safety to ensure that it supports delivery of service both internally and externally.
11. Champion diversity and equality of opportunity and inclusion for all employee groups and ensure the Authority’s equality and diversity policies are delivered effectively.
12. Identify training and development needs, across the organisation and design and implement training policy by way of appropriate allocation of resources.
13. Develop leadership and management capacity and capability to improve the quality of leadership, efficiency of management and an empowered performance management culture.
14. Provide leadership and advice on employment related matters.
15. Lead on corporate policy development and the management of appropriate HR practice controls.
16. Facilitate and support appointments for positions up to and including Management Board level.
17. Provide corporate advice on re-grading, remuneration, compensation, and job evaluation matters.
18. Provide effective advice to colleagues and assist with complex management/disciplinary cases.
19. Ensure that the Authority’s suite of employment services related policies remain current and are embedded as part of an ethical and professional approach to organisational management.
20. Ensure the Authority’s pension schemes are managed effectively, economically and efficiently whilst meeting all statutory requirements.
21. Ensure the function supports all of the Authority’s statutory obligations relating to employment services and recruitment and selection.
22. Continuously review the utilisation of employees to ensure the most efficient and effective conditions of service and ways of working are in place.
23. Promote the development of partnerships and effective collaboration with other key agencies and effectively manage those relationships to enhance the performance and provision of value for money of the Authority.
24. Develop and maintain effective relationships with other functions/directorates.
25. Develop and maintain effective relationships with the Authority’s recognised trade unions and take a lead role in effective negotiation and consultation in a structured and professional manner.
26. Undertake consultation and negotiation, on behalf of the Fire & Rescue Authority, with accredited representatives.
27. Support the CX/CFO and Management Board’s commitment to maintaining and improving the service’s core values.
28. Develop the service 3 year workforce plans that translate into annual plans which match staffing requirements to service need within agreed budgetary limits over both the short and long term.
29. Take the lead and work with the operational colleagues to ensure that the service has the appropriate level of staff with the right skills to deliver the agreed levels of service.
30. Provide workforce information to the Authority and managers to facilitate improved individual and organisational performance.
31. Work towards delivering a workforce which is drawn from all sections of the community and where diversity is visible and valued at all levels of the organisation.
32. Develop the Trust Staff Engagement Strategy.
33. Support the development and implementation of an effective well-being and welfare strategy.
34. To lead on employee/employer litigation matters, including, where necessary, in employment and other tribunals.

**General duties:**

* Membership of the Management Board.
* Membership of the Management Team.
* Liaison with other Directors.
* Liaison with relevant Local and Central Government departments.
* Liaison with Elected Members and in particular, support for the Authority Human Resources Committee.
* Other assignments as directed by the Chief Executive / Chief Fire Officer.
* Membership of the Chief Executive Strategy Group.
* Membership/support for the Pensions Board.
* Chair the Health and Safety Committee.
* Chair the Corporate Driving Diversity Board.

**External duties and responsibilities:**

* Represent the Fire & Rescue Authority on Regional and National bodies and committees as appropriate.

**PERSON SPECIFICATION**

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|  | **Experience** | **Essential / Desirable** | **Source** |
| 1 | Extensive senior HR management experience in a large organisation in business planning, performance management, human and financial resourcing and achieving best value in service delivery. | Essential | Application & Selection Process |
| 2 | Experience of working in the public sector/local government. | Desirable | Application |
| 3 | Experience in identifying and leading the introduction of major Service improvements. | Essential | Application & Selection Process |
| 4 | Proven track record of delivering Human Resources policies and strategies to support organisational objectives and transformational change programmes. | Essential | Application & Selection Process |
| 5 | Extensive experience of working with and managing trade unions including resolutions of disputes and failure to agree situations. | Essential | Application & Selection Process |
| 6 | Working with elected members in a politically sensitive environment. | Essential | Application |
| 7 | Leading strategic regional and national working groups. | Desirable | Application |
| 8 | Demonstrate commitment to equality and diversity issues in both service provision and employment practices. | Essential | Application |
| 9 | Demonstrable track record of working effectively with others, leading large teams and building effective relationships. | Essential | Application |
| 10 | Experience in managing and leading proactive change / transformation. | Essential | Application |

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|  | **Education and Training** | **Essential / Desirable** | **Source** |
| 11 | Relevant degree or alternative equivalent qualification. | Essential | Application |
| 12 | Chartered Member of the Chartered Institute of Personnel and Development (CIPD) | Essential | Application |

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|  | **Special Knowledge and Skills** | **Essential / Desirable** | **Source** |
| 13 | Strong personal integrity, approachable and highly motivated. | Essential | Application & Selection Process |
| 14 | Pragmatic, astute, resourceful and enthusiastic with a flexible approach to work demands and practices. | Essential | Selection Process |
| 15 | Appreciation of the corporate ethos and objectives of the Service e.g. in service delivery, equality and diversity etc. | Essential | Application & Selection Process |
| 16 | An understanding of the challenges facing public sector organisations and in particular the fire and rescue service. | Essential | Application |
| 17 | Knowledge of the national, regional and local political environments and strategies. | Essential | Application & Selection Process |
| 18 | Good working knowledge and practice of corporate governance, financial and risk management, strategic planning, and programme management. | Essential | Application & Selection Process |
| 19 | Excellent and up to date knowledge of employment legislation and trade union practice. | Essential | Application & Selection Process |
| 20 | Effective and confident leadership style with excellent inter-personal skills. | Essential | Application & Selection Process |
| 21 | Good political and organisational awareness and commitment to excellence. | Essential | Application & Selection Process |
| 22 | Clear, strong and persuasive communicator. | Essential | Application & Selection Process |
| 23 | Excellent ICT, presentational skills, report writing and analytical skills. | Essential | Application & Selection Process |
| 24 | Personally resilient with the ability to cope with high workloads and deadlines. | Essential | Application & Selection Process |
| 25 | Hold a full current driving licence. | Essential | Application |

**Summary of Key Terms and Conditions**

You will be based at Fire Service Headquarters or in any post appropriate to your grade at such other place of employment in the Authority's service as may be required. Hybrid working may also be possible via agreement with the Chief Fire Officer

Your terms and conditions of employment are covered by the Joint Negotiating Committee for Chief Officers of Local Authorities (the Blue Book), save for pay, which is dealt with in accordance with the National Joint Council For Brigade Managers Of Fire And Rescue Services (the Gold Book).

**Salary**

Your salary is calculated as a percentage of the Chief Fire Officer’s salary. (62.5%)

Your pay progresses via annual increments as follows:

Starting salary £116,138

Year 2 £119,116

Year 3 £122,095

You will receive annual pay rises in accordance with the agreed pay rise set out in the National Joint Council for Principal Fire Officers of Local Authorities’ Fire Brigades (the Gold Book).

**Lease Car**

The Authority will provide you with a leased car in accordance with the provisions and restrictions set out in the Authority scheme. You will be liable to pay any costs over and above the Authority contribution (currently £5,419 pa) should you choose a vehicle where cost exceeds the Authority contribution.

Alternatively, you may opt to use your own car for business purposes and claim the Authority contribution as a cash payment.

**Hours of Work**

Chief Officers are expected to work a minimum of 37 **Error! Bookmark not defined.**hours per week based around normal office hours (Monday to Friday 9am to 5pm) and at other times as deemed necessary.

**Leave**

Your annual leave entitlement will be 31 days rising to 32 days after 5 years’ service. In addition, you will receive any Public Holidays which fall within the leave year.

**Driving Licence**

You must hold and maintain a current valid driving licence.

**Telephone and Broadband Costs**

The Authority will reimburse the standard cost of installation and rental of telephone and broadband facilities at your home subject to the terms and restrictions of the Authority scheme.

**Relocation**

To qualify, new employees must currently live beyond a 35 mile radius of their new workplace and, if new to the Service outside of West Yorkshire.

The employee’s new home must be within the Services boundary.

Employees will be entitled to claim a maximum of £7,500to include anything related to the house purchase/rental and move.

**Political Restriction**

This appointment is a politically restricted post in accordance with the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990 meaning that you are prevented in having any active political role either in or outside of work.

**Pension Scheme**

You will automatically be enrolled in the Local Government Pension Scheme.

**Pre-Employment Checks**

The post is subject to receipt of satisfactory employment references, medical screening, Standard Disclosure and Barring check and completion of Baseline Protective Security checks.