HEREFORD & WORCESTER HWFR FIRE AND RESCUE SERVICE

Job Description

HR Governance Adviser

Department:	HR & Development
Grade:	SO2
Location:	Hindlip (with travel across the Service as required)
Responsible to:	Head of HR & Development

Main purpose of the role

Provide specialist HR advice, guidance and assurance to support compliance with employment legislation, workforce-related statutory requirements and organisational priorities.

Coordinate HR-related priorities that require delivery across multiple teams and departments, including those supporting the Culture Board, maintaining oversight of progress, risks, dependencies and emerging issues, while providing proportionate assurance and challenge to support successful outcomes.

Support the delivery of the People Strategy, Culture Statement of Intent and wider workforce priorities, helping to ensure that employment practices, policies and workstreams contribute to positive outcomes for employees, workplace culture and the communities we serve.

Contribute to the development, implementation and continuous improvement of HR policies, frameworks and guidance that promote legally compliant, fair and inclusive employment practices.

Key Duties and Responsibilities

HR Governance and Legislation

- Monitor developments in employment legislation, statutory duties, case law and professional practice, assessing implications for the Service.
- Provide clear and practical advice to support legally compliant and consistent workforce decision making.
- Support the development, review and implementation of HR policies, procedures, frameworks and guidance.
- Maintain and coordinate the Service's People Impact Assessment framework providing advice on potential people impacts and appropriate mitigation measures.
- Oversee the reasonable adjustment process, supporting managers to consider requests appropriately, document decisions and review arrangements.
- Identify emerging legislative, regulatory and workforce governance risks and support planning for their implementation or mitigation.

Workforce frameworks and organisational priorities

- Coordinate agreed activity arising from the People Strategy, Diversity Framework, Culture Statement of Intent and other workforce priorities requiring collaboration across the organisation.
- Monitor progress against agreed objectives, identifying risks, barriers, dependencies and emerging issues.
- Provide guidance, challenge and assurance to support effective delivery while recognising that accountability remains with managers and service leaders.
- Develop practical tools, resources and learning to promote fair, consistent and inclusive employment practices.

Assurance, risk and workforce intelligence

- Develop and maintain proportionate arrangements to monitor workforce compliance, risks, trends and agreed actions.
- Analyse workforce information to identify themes, risks, disparities and opportunities for improvement.
- Monitor themes arising from people impact assessments, reasonable adjustment requests and other workforce activity, ensuring information is handled appropriately and confidentially.
- Collate and interpret evidence from workforce data, employee relations activity, staff feedback and assurance reviews.
- Prepare clear reports, briefings and recommendations for senior leaders and relevant internal boards.
- Ensure assurance activity remains proportionate, risk-based and informed by available evidence.

Advice and support for managers

- Provide practical advice to managers on the application of HR policies, procedures and workforce-related requirements.
- Develop resources, templates and tools that support consistent and confident decision-making.
- Deliver briefings or learning sessions on relevant HR requirements and management responsibilities.
- Escalate complex, sensitive or high-risk matters through appropriate channels.

Occasional HR casework support

- Provide occasional support on employee relations casework where required, as agreed with the Head of HR and Development.
- Contribute to case preparation, provide procedural advice and support the consistent application of policy; seeking senior HR guidance on complex, high-risk or precedent setting cases as appropriate.

Continuous improvement

- Identify opportunities to improve HR processes, governance arrangements and workforce practices.
- Use learning from employee relations activity, assurance work, feedback and organisational reviews to inform improvements.
- Work collaboratively with colleagues and stakeholders to develop practical and sustainable solutions.
- Monitor implementation and evaluate the effectiveness of agreed improvements.
- Maintain accurate records, actions and audit trails as required.

General

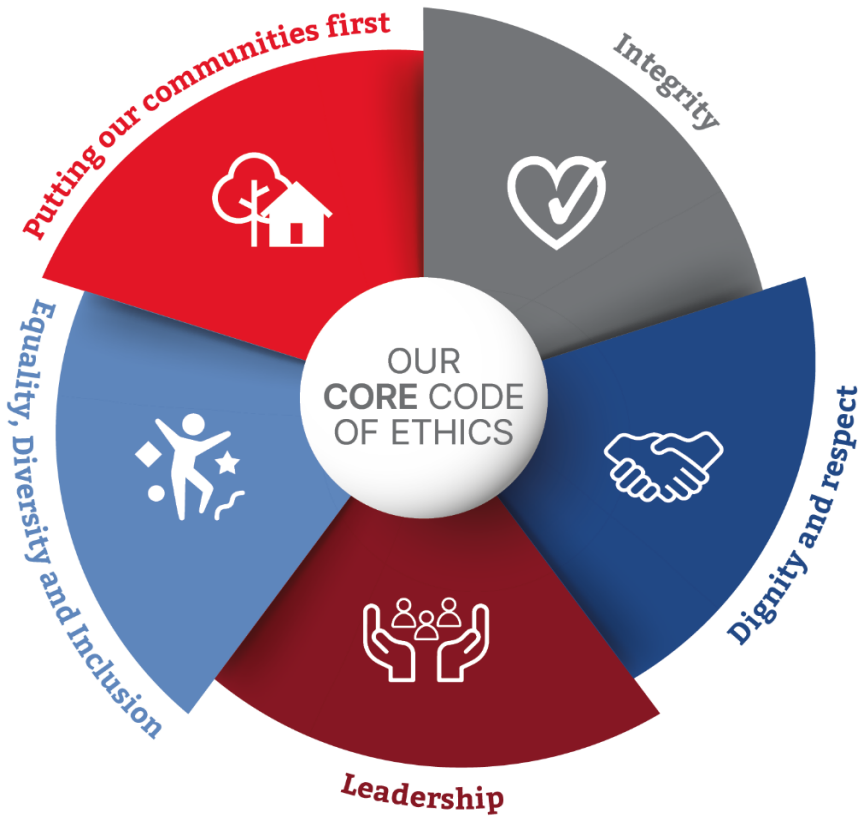
- Undertake relevant project work as required and work collaboratively with colleagues in other departments of the Service and external stakeholders.
- Comply with the Service's Health and Safety management policies including the employee's duties as defined in the Health and Safety Act Work Act 1974.
- Operate within the spirit of the Core Code of Ethics, and ensure its principles are adhered to in all areas of work, including partnership working, and to ensure good practice guidelines are followed at all times.
- Contribute to the departmental business planning processes to ensure the achievement of Service goals and targets.
- Promote, implement and comply with FRS policies, procedures, practices and principles, particularly those relating to equality of opportunity.
- The post holder must ensure that, both in their dealings with other employees and with members of the public, they adhere to HWFRS' values and must confront any incidents of behaviour which are contrary to those values.
- Undertake other such duties from time to time that are commensurate with the position.

Person Specification

Candidates will be assessed against the essential criteria. Desirable criteria may support shortlisting where candidates are otherwise of similar merit.

Requirements	Essential or Desirable	Identified by Application (A) and/or Interview (A)
Qualifications and Training		
A relevant HR qualification (Level 5 or above) or equivalent professional experience gained through substantial HR practice.	Essential	A
Evidence of continuing professional development	Essential	A
CIPD membership or a CIPD qualification	Desirable	A
Experience and Knowledge		
Good working knowledge of generalist HR practice and employment legislation	Essential	A & I
Good working knowledge of the Equality Act 2010 including reasonable adjustment duties and the need to assess potential impacts on people.	Essential	A & I
Understanding of equality legislation and its practical application within the workplace.	Essential	A & I
Understanding of the importance of fairness, confidentiality, accurate record-keeping and consistent application of policy.	Essential	A & I
Understanding of HR policy, governance and assurance processes.	Desirable	A & I
Knowledge of the Public Sector Equality Duty.	Desirable	A & I
Experience working in a generalist HR role.	Essential	A & I
Experience advising and supporting managers on HR policies, procedures or employee relations matters, including reasonable adjustment considerations.	Essential	A & I
Experience of supporting the application of equality principles within workforce policies, practices or organisational initiatives.	Essential	A & I
Experience analysing information, identifying themes or risks, and presenting findings or recommendations.	Essential	A & I
Experience working with colleagues across teams to coordinate activity and deliver agreed actions.	Desirable	A & I
Experience contributing to people impact assessment, equality-related HR work or the review of processes that support fair and consistent treatment.	Desirable	A & I
Experience contributing to the development, review or implementation of HR policies, guidance, frameworks or	Desirable	A & I

improvement activity.		
Experience of supporting governance groups, boards or working groups relating to workforce, culture, equality or organisational development.	Desirable	A & I
Experience in a public-sector or similarly regulated organisation.	Desirable	A & I
Skills and Abilities		
Able to communicate complex HR requirements clearly and practically, in writing and verbally.	Essential	A & I
Able to produce concise reports, briefings, guidance and recommendations for different audiences	Essential	A & I
Able to review information critically, identify gaps and propose proportionate action.	Essential	A & I
Able to plan and organise work, monitor actions and meet deadlines	Essential	A & I
Able to manage competing priorities, including occasional casework alongside planned governance work.	Essential	A & I
Able to build constructive working relationships and influence managers without direct authority.	Essential	A & I
Able to exercise sound judgement, recognise risk and know when to seek advice or escalate an issue.	Essential	A & I
Able to work independently while contributing effectively as part of the HR team.	Essential	A & I
Other Factors		
Ability to act at all times in a way that demonstrates and promotes the Core Code of Ethics	Essential	A & I
Hold a full UK driving licence and ability to travel for business purposes (reasonable adjustments considered).	Essential	A
Successful completion of vetting to NPPV Level 2, Standard Disclosure & Barring Check and pre-employment screening requirements	Essential	Subject to formal offer



Putting our communities first

We put the interest of the public, the community and service users first.

Integrity

We act with integrity including being open, honest and consistent in everything we do.

Dignity and respect

We make decisions objectively based on evidence, without discrimination or bias.

Leadership

As positive role models, we are accountable for everything we do and challenge all behaviour that falls short of the highest standards.

Equality, Diversity and Inclusion

We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.