

# Recruitment Information Pack



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland

## HR ADVISER

VACANCY REF:	SFRS01331
CONTRACT STATUS:	Temporary
GRADE:	6
LOCATION:	Flexible
DEPARTMENT:	Human Resources and Organisational Development, People and Organisational Development
SALARY:	£34,284 - £37,805
HOURS:	35 (Flexible)
CLOSING DATE:	15 September 2019

The recruitment information pack is designed to provide you with as much information as possible, relevant to the role and the SFRS recruitment and selection process.

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

If you have any further questions, please contact the Workforce Planning and Resourcing Team on 01698 402479 or email [SFRS.PODVacancies@firescotland.gov.uk](mailto:SFRS.PODVacancies@firescotland.gov.uk).



# THE SCOTTISH FIRE AND RESCUE SERVICE

The Service was established on 1 April 2013, bringing together the collective skills and experience from across Scotland's previous eight Fire and Rescue Services.

Now, as national organisation we deliver our front-line services locally across the 3 Service Delivery Areas (SDA's) in the North, East and West of Scotland. More information about the SDA's, including maps showing area coverage, can be found by clicking on the links detailed below:

[North Service Delivery Area](#)

[East Service Delivery Area](#)

[West Service Delivery Area](#)

As well as front-line Service Delivery roles, our uniformed roles can span into Directorate functions such as Response and Resilience, People and Organisational Development, Prevention and Protection.

Our high service standards have demanded an ever increasing commitment to development and our uniformed colleagues continue to be amongst the best equipped and most highly trained in the world.

## BENEFITS

A career in the SFRS is wide and varied. As well as excellent learning opportunities, working with us you can expect;

- A rewarding, varied career
- A competitive salary and attractive pension scheme
- A range of excellent family friendly policies including those that promote a work life balance
- Excellent training, development and career progression opportunities
- Generous leave entitlement that increases with service
- Wide range of employee benefits available to you and your family including the Firefighters charity/Family Support Trust
- Access to 'mylifestyle' for saving/discount schemes, including tax savings through our salary sacrifice schemes
- Access to gym facilities and health and wellbeing services and advice
- The potential to work in widely diverse workplaces and locations across Scotland
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

**By working together and delivering on the aims of reform, we will reduce the risk to our communities and make Scotland a safer place**



## **THE SCOTTISH FIRE AND RESCUE SERVICE**

The Scottish Fire and Rescue Service became operational on 1 April 2013 and is the largest fire and rescue service in the UK and the fourth largest in the world.

As the risks we face are changing, we have embarked on a transformation strategy to deliver a modern, flexible and efficient fire and rescue service to better meet the changing risks now facing Scotland.

In line with our transformation journey, the HROD structure has been designed to ensure that the function is resourced and able to respond to the challenges identified within the SFRS wider transformation programme.

## **THE POD DIRECTORATE**

The People and Organisational Development (POD) Directorate has a key role in ensuring that the structure and working climate of the Scottish Fire and Rescue Service (SFRS) supports service delivery, effectiveness and performance.

Overall, the SFRS wishes to continue to be widely regarded as an employer of choice and also as a responsible employer which takes its duties under the relevant employment and health and safety legislation seriously. To support this, and for the ongoing transformation of the Service to be successful, harmonisation and consolidation of existing good practice in new structures and working practices will be required and the people and cultural issues surrounding the changes will need to be addressed. In addition, a specific emphasis is placed on the practices, procedures and training regimes that are required to ensure the safety, wellbeing and competence of our Workforce, and specifically of our operational staff.

The POD Directorate Team consists of the following functions:

- **Human Resources and Organisational Development**
- **Training and Employee Development**
- **Health & Safety**

## **HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT**

In very broad terms, the HROD function focuses on:

- delivering effective people management policy, practice and procedures,
- supporting the SFRS to ensure a healthy, skilled and engaged workforce through effective development and engagement,
- the systematic approach to longer term planning, workforce planning, organisational development and performance.

The Head of HROD is supported by 3 Deputy Heads of HROD and a team of HROD Managers. In addition, there is also an Area Manager with the reference of Workforce Planning and Resourcing. The managers are further supported by a team of HR Advisers and administration staff.

The requirement to provide fluid and flexible support to departmental and organisational projects is vital across the whole HROD remit. Each of the HROD Managers and the Area Manager have the following specific managerial references;

- **Business Partnering;**
- **Health and Wellbeing;**
- **Learning and Development;**
- **Equality and Diversity;**
- **Reward and Benefits;**
- **Governance and Business Support;**
- **Positive Action and Engagement;**
- **Culture and Development;**
- **Transformation and Projects; and**
- **Workforce Planning and Resourcing.**

# JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>HR Adviser</b>
<b>GRADE:</b>	<b>6</b>
<b>LOCATION:</b>	<b>Flexible</b>
<b>DEPARTMENT:</b>	<b>Human Resources and Organisational Development</b>
<b>SALARY:</b>	<b>£34,284 - £37,805</b>
<b>RESPONSIBLE TO:</b>	<b>HROD Manager</b>
<b>DATE:</b>	<b>April 2019</b>

*N.B. Please note that this job description is indicative of the nature and level of responsibilities associated with this role and is not intended to be exhaustive.*

## **ROLE OVERVIEW**

The HR Adviser is responsible for supporting the effective provision of a professional human resources and organisational development advisory service within SFRS. Operating as a key business partner, the post covers a wide remit and the department's structure has been designed to provide a flexible approach to delivering HROD services within SFRS. Therefore, HR Advisers are required to work across the wider team in the provision of generalist activities whilst supporting organisational change and the transformation of the Service by engaging and interfacing with a range of stakeholders.

This will involve a range of activities such as:

- Decentralised HR provision
- Employee Relations
- Employee Engagement
- Recruitment and Selection
- Career Progression
- People Systems and Technology
- Employee Development
- Cultural development and change
- Workforce Planning and Employee Information
- Performance and Reward

## **KEY CONTACTS**

- Managers and colleagues within the People and Organisational Development Directorate
- Heads of Function, Deputy Assistant Chief Officers and other managers throughout SFRS
- SFRS employees and their representative bodies
- External Service providers where appropriate
- Relevant professional agencies/bodies

## **FUNCTIONAL RESPONSIBILITIES / KEY TASKS**

- Provide accurate and timely HR advice and guidance to managers and employees with particular reference to employee relations matters, terms and conditions and the application of HROD policies and procedures.
- Manage a portfolio of casework in relation to people management activities (including absence, discipline, grievance and capability) and provide professional advice at associated meetings.
- Deliver induction training and the provision of targeted development programmes on people management activities.
- Support the implementation of the Strategic Workforce and Resourcing Plan through functional / departmental structure reviews, vacancy management and co-ordinating resourcing campaigns.
- Contribute to the provision of positive action and engagement events.
- Undertake and lead on HROD projects and initiatives.
- Support culture change through the development and delivery of change initiatives.
- Maintain a comprehensive knowledge of professional areas of expertise including Employment Legislation, Reward and Terms and Conditions, changes to working practices, HROD Policies and Procedures and general employment related developments.
- Research and collate information and data on employment legislation, benchmarking and best practice; analyse information and make recommendations on proposals for HROD initiatives.
- Prepare and monitor statistical information, develop and prepare management information and reports on a range of HROD matters to key internal and external stakeholders as required.
- Assess and evaluate key performance indicators and performance reports; identify improvements and create action plans to support performance improvement.
- Develop, review and implement HROD policies and procedures
- Support the HROD quality management system and performance improvement initiatives.
- Carry out job analysis and quality assurance in support of the SFRS Job Evaluation Scheme and relevant policies and procedures.
- Operate within the SFRS governance framework and represent HROD at committee meetings, working parties, management meetings as required.

## **ADDITIONAL INFORMATION**

### **Criteria**

#### **Essential Criteria**

- Degree level qualification or have equivalent knowledge gained through relevant experience in the working environment.
- Associate membership of CIPD
- Previous experience in a similar role
- Experience as an HR generalist / business partner
- Effective communication skills and the ability to influence a range of stakeholders
- Knowledge of current and emerging legislation relevant to employment matters
- Experience of developing and implementing HR policies and procedures
- Proficient in the use Microsoft Office packages
- Experience of gathering and analysing data and information and the preparation of reports
- Ability to work on own initiative, exercise judgement to inform decision making

- A commitment to CPD
- Driving licence, as the ability to travel throughout the area is required
- Flexibility to support a range of HROD activities

#### **Desirable Criteria**

- Awareness of the role of within the SFRS and how it can add value
- Experience providing workforce metrics and analysis reports
- Experience in leading and managing projects
- Experience of working in a changing environment

#### **THE FOLLOWING PERSONAL QUALITIES & ATTRIBUTES (PQAs) ARE REQUIRED WITHIN THIS ROLE:**

##### **Commitment to Diversity and Integrity:**

- Demonstrates a fair and ethical approach in all situations
- Demonstrates confidentiality

##### **Openness to Change:**

- Proactively supports change, adjusting approach to meet changing requirements

##### **Confidence and Resilience:**

- Maintains a confident, controlled and focused attitude in highly challenging situations

##### **Working with others:**

- Works effectively with others
- Leads, involves and motivates others

##### **Effective Communication:**

- Excellent interpersonal skills
- Ability to communicate effectively both orally and in writing

##### **Commitment to Development:**

- Committed and able to develop self, individuals, teams and others to improve organisational effectiveness

##### **Problem Solving:**

- Understands and applies relevant information to make appropriate decisions and create practical solutions

##### **Situational Awareness:**

- Has an active awareness of environment to promote safe and effective working
- Evidence of a thorough knowledge of fire and community safety issues

##### **Commitment to Excellence:**

- Leads others to achieve excellence by the establishment, maintenance and management of performance requirements

##### **Planning and Implementing:**

- Ability to prioritise own workload and work on own initiative
- Creates and implements effective plans to manage workload in line with organisational objectives and priorities

## **GENERAL RESPONSIBILITIES**

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS's Code of Conduct, Dignity and Integrity at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users.
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example.
- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisations IT Security Policy and procedures.

# TERMS and CONDITIONS

<b>JOB TITLE</b>	<b>HR Adviser</b> <b>Human Resources and Organisational Development</b>
<b>LOCATION</b>	<b>Flexible*</b>
<b>CONTRACT STATUS</b>	<b>Temporary</b>

*\*The successful candidate will be required to travel up to 3 days per week to either Hamilton, Dundee or Newbridge.*

## **HOURS OF WORK**

This is a full-time post however applications from individuals seeking to work on a part time, job share or flexible working basis would be considered.

The standard working week for support staff posts is 35 hours.

The standard work pattern for support staff is as follows;

Monday – Thursday	08:45 – 16:45
Friday	08:45 – 15:30

There is a 45-minute unpaid lunch per day.

In order to maintain service delivery until 1645 on Fridays, your work pattern may be adjusted locally to provide this cover within your function. This arrangement is based on any rota applicable within your workplace.

## **PAY**

The salary range for this role is £34,284 - £37,805.

Salary on appointment will normally be on the bottom point of the scale salary scale, with progression subject to regular review in line with the SFRS performance appraisal arrangements. A higher salary placing will be considered in exceptional circumstances subject to experience demonstrated.

Your salary will be paid monthly, directly into your bank account. Salaries are paid on the second last day of each calendar month unless this falls on the weekend, in which case it will be paid on the Friday.

## **PENSION**

This post is pensionable.

Her Majesty's Revenue & Customs have set limits on the tax relief on your pension. Where your pension entitlements increase and these exceed the tax relief limits set, you will have to pay tax on the excess. There are two thresholds to be aware of. One of which is known as the Annual Allowance (AA) which permits a maximum increase in the value of your pension in a given year. The other is the Lifetime Allowance (LTA) which limits the total value of your overall pension pot. If either of these thresholds is breached, this may lead to an increased tax liability.

Applicants seeking promotion should therefore recognise the potential for any substantial increase in pensionable pay to result in an additional tax liability.

The calculation of your pension pot is subject to a complex calculation that allows for factors specific to each employee to be taken into consideration. It is therefore not possible, or appropriate, for SFRS to issue you with advice on this. All applicants are advised to take the effects of the AA or the LTA into consideration when applying for promotion.

If you are concerned that you may exceed these limits if you are successful in applying for a promotion, it is strongly recommended that you seek independent financial advice in respect of the potential impact of this upon your personal financial position.

Advice on Pensions and Taxation can also be accessed through the following links:

[Tax on your Private Pension](#)

[Scottish Public Pensions Agency](#)

### **ANNUAL LEAVE**

The standard annual leave entitlement for full time employees (working over 5 days) is 26 days per annum, rising to 32 days after five years continuous service.

### **PUBLIC HOLIDAYS**

There are 6 fixed public holidays, designated by the SFRS for support staff.

# THE SELECTION PROCESS

An indicative timeline of the selection process is provided below:-

Date	Schedule
22 August 2019	Applications Open
15 September 2019	Applications Close
w/c 16 September 2019	Invitation for Interview
w/c 30 September 2019	Interviews

## **ONLINE APPLICATION**

Please ensure that you complete the on-line application as fully as you can. It is important that you demonstrate how you meet the essential and desirable criteria outlined within the Job Description.

## **SHORTLISTING**

The SFRS evaluate candidate suitability for a role by assessing your knowledge, experience and skills in relation to the criteria for the role and the Personal Qualities and Attributes (PQAs) detailed within the Job Description.

You need to be clear and specific about your skills and experience as only the most suitable applicants will be selected for interview on the basis of the evidence provided in the application.

## **FORMAL INTERVIEW Inc. ASSESSMENT OF ROLE SPECIFIC ACTIVITIES**

Shortlisted candidates shall be invited to attend a Selection Centre. At this stage, candidates shall be asked to undertake an in-tray exercise related to the role of an HR Adviser within SFRS as a Business Partner.

This will be followed by a competency based interview – referred to within the Service as PQAs (personal qualities and attributes). PQAs measure the underlying attitudes and behaviours upon which good performance lies. To ensure you are in the best position to perform to your highest standards during our selection process, make sure you review the PQAs outlined in the Job Description, and have prepared examples of times you have successfully demonstrated these behaviours in the past.: for tips on how to prepare you may wish to conduct an online search e.g. “preparing for a competency based interview”.

## **OFFER**

If successful we will issue an offer of appointment. Salary on appointment will normally be at the lower salary point, with progression subject to regular review - in line with the SFRS performance appraisal arrangements. A higher salary placing will be considered in exceptional circumstances subject to experience demonstrated. The offer of appointment will be conditional and subject to the following pre-employment checks:-

### → **Confirmation of Right to Work in the UK**

In line with the Immigration, Asylum & Nationality Act 2006, all candidates applying for SFRS roles must be eligible to live and work in the UK. Documented evidence of eligibility will be requested from candidates as part of the selection process and will require to be checked and verified.

→ **Medical**

Candidates are either requested to attend a pre-employment medical examination or complete a pre-employment medical questionnaire; both are subject to approval from our Occupational Health Physician.

We expect high levels of attendance from our employees. As part of the medical process we ask you to provide details of your attendance at work in the previous year. Absences of more than 10 working days may be investigated further with due consideration given to the timescales and reasons for these absences.

→ **Receipt of satisfactory references.**

When completing the application form, you will be asked to include details of two referees. We recommend that you obtain the approval of any individual whose details you input into this section. If we do not receive references timeously this may affect your start date and appointment with the SFRS.

The referees should be two individuals who have known you for at least 12 months and who know you in a work capacity or can comment on your ability to carry out the role applied for. At least one of these should be from your current employer, where possible, providing you have been employed with them for a period of at least 12 months prior to submitting your application. The referees should not be related to you in any way.

Referees will not be contacted unless a formal Offer of Employment is made.

→ **Criminal Record Check**

Dependent on the nature of the post, it may be necessary to undertake a criminal record check. This may be a standard, enhanced or PVG disclosure. The SFRS will pay the required fees associated with the criminal record check.

Further information on the Disclosure process can be found at [www.mygov.scot](http://www.mygov.scot).

***Should any of the above stages not be fully satisfied, the conditional offer of employment may be withdrawn or deferred for review of individual circumstances.***

**DISABILITY**

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

“Essential criteria” means you must meet the essential criteria as detailed in the advert and job description. This will be specific to each role, and may include a minimum level of role/grade, relevant qualifications, skills or experience, essential to the role.

As part of the application, you will be given the opportunity to specify your disability/SpLD and outline any special requirements or reasonable adjustments you require.

**DIVERSITY MONITORING FORM**

The SFRS values diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained for monitoring purposes. It will be kept separately from your application form and will not be made available to those involved in the selection decision.

**KEEPING IN TOUCH**

We aim to keep you up to date on the progress of your application. All communications will be sent to the e-mail address provided by you on your application. Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.