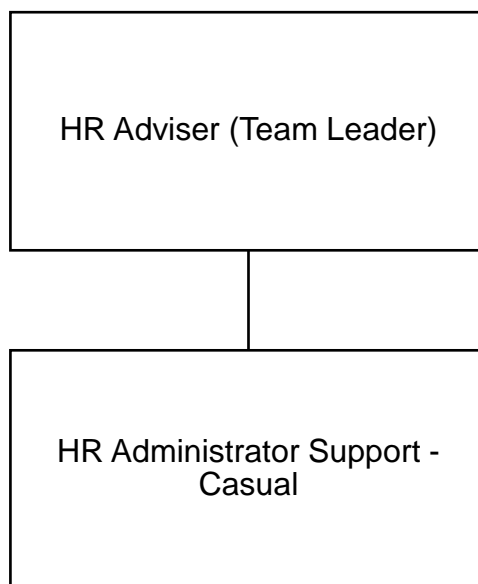


ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Job Title	HR Administrator Support – Casual		
Post Reference		Temporary	Casual/ Fixed Term – 12 weeks
Grade	3	Hours	Up to 20
Reports to	HR Adviser (Team Leader)		
Line Management responsibilities (Direct and Indirect)	None		
Directorate/ Department	Corporate Services, HR Team		
Location	Service Headquarters – Office based role		
Politically restricted	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Main Purpose of the Job			
<p>This is a casual, as-needed position providing essential administrative support to the Human Resources department. The primary focus of this role is maintaining accurate and organised employee files and records, including physical and potentially digital filing. This role requires attention to detail, discretion, and the ability to handle confidential information.</p>			

Organisational Structure



Key Responsibilities:

- **Filing:** Maintain physical employee files, ensuring documents are accurately filed in the correct folders and in accordance with established filing systems. This includes sorting, organising, and labelling documents.
- **Record Keeping:** Update and maintain employee records, both physical and potentially digital. This may involve data entry, updating information in HR systems, and ensuring data accuracy.
- **File Management:** Assist with the creation of new employee files and the archiving of inactive files. Ensure the filing room/storage area is organised and maintained.
- **Document Preparation:** Prepare and organise documents for filing, including photocopying, scanning, and shredding.
- **General Administrative Support:** Provide general administrative support to the HR team as needed, such as assisting with mailings, preparing meeting materials, and other ad-hoc tasks.
- **Confidentiality:** Maintain strict confidentiality regarding all employee information. Entering and providing information as appropriate in accordance with General Data Protection Regulations.

Person Specification

Qualifications and training	On recruitment	After Training
Some experience working as an administrator	x	
GCSEs in Maths and English A-C or equivalent grade/level of education	x	

Knowledge, skills and experience	On recruitment	After Training
Computer literate at least to intermediate standard experience of using Microsoft Office and related packages	x	
Excellent attention to detail and organisational skills.	x	
Ability to follow instructions and procedures accurately.	x	
Strong communication and interpersonal skills.	x	
Ability to maintain confidentiality	x	
Methodical and organised approach	x	
Respond and follow through with obligations	x	
Ability to work independently and as part of a team.	x	
Self-motivated and enthusiastic with a willingness to face new challenges	x	
General understanding of the range of activities carried out within the HR environment	x	
Previous experience in an office environment	x	

<p>Other Requirements</p> <p>Flexible approach to working hours and attendance. Able to commute to HQ (office-based role).</p> <p>Working hours between 09:00 – 1700 Monday to Friday.</p> <p>Number of hours and days per week are flexible and on as needed basis.</p>

<p>RBFRS Behaviours</p> <p>RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below</p> <ul style="list-style-type: none"> • Leading Yourself <input checked="" type="checkbox"/> • Leading Others <input type="checkbox"/> • Leading the Function <input type="checkbox"/> • Leading the Service <input type="checkbox"/> 	
<p>Personal Impact</p>	<p>Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies.</p> <p>Take responsibility for your own performance (including personal fitness) and participate positively in development activities.</p>
<p>Working Together</p>	<p>Promote and adhere to the Service’s policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.</p>

ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Delivering Quality and Service	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
Organisational Effectiveness	Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour. Demonstrate commitment to helping the service achieve its corporate commitments and vision.
Health, Safety and Wellbeing	Practice and promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.

Profile prepared by:	Emma Scott		
Approved by:	Becci Jefferies		
Profile Effective from:	15 December 2021	Last reviewed:	28 January 2025
Post holder name:		Signature:	
		Date:	