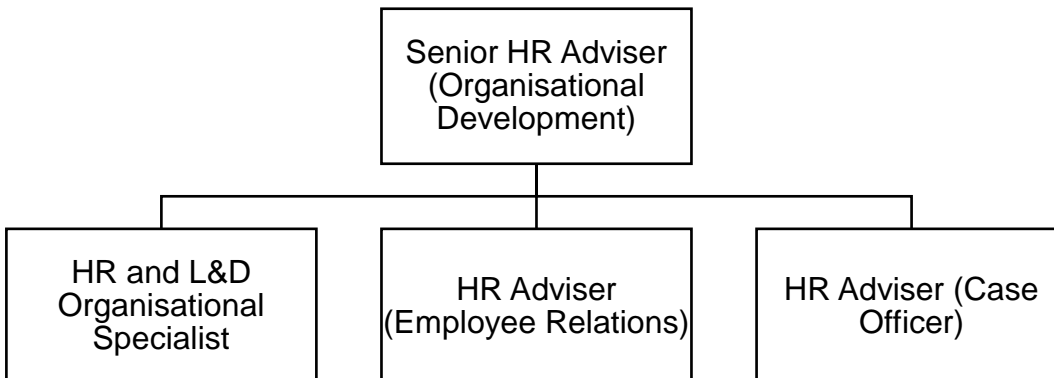


ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Job Title	HR Adviser (Case Officer)		
Post Reference		Temporary/Permanent	Temporary
Grade	5	Hours	37
Reports to	Senior HR Adviser (Organisational Development)		
Line Management responsibilities (Direct and Indirect)	None		
Directorate/ Department	Corporate Services, Human Resources		
Location	Newsham Court		
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>To provide a high quality and efficient HR service to a range of managers across Royal Berkshire Fire and Rescue Service (RBFRS) on complex HR cases including sickness, discipline, grievance and performance.</p> <p>Manage a portfolio of complex case work ensuring there is robust and timely support and intervention from HR on employee relations cases.</p> <p>The HR Adviser (Case Officer) has discretion to operate within policies and procedures specified, HR legislation and under guidance from the Senior HR Advisers. In addition this role will be required to ensure all guidance provided is in line with RBFRS policy, legislation and best practice.</p>			

Organisational Structure



Key Responsibilities and Deliverables:

The key responsibilities are as follows:

- Provide advice and guidance on a complex case portfolio of sickness, discipline, grievance and performance management issues.
- Ensure case files and case logs are maintained appropriately in line with GDPR guidance and internal requirements.
- Maintain the case management register.
- Undertaking discipline and grievance audits in conjunction with the HR Adviser (Employee Relations), with recommendations followed up where appropriate
- Act as an adviser at hearings and case review meetings.
- Undertake complaint and disciplinary investigations where appropriate.
- Interpret the various national and local conditions of service for all employees to provide appropriate advice.
- Work with Occupational Health professionals and service managers in relation to, case management and case conference processes for the effective management of absence, return to work and ill health retirement and termination processes.
- Develop and maintain effective working relationships with trade unions and other staff representatives.
- Providing advice and guidance to other members of the HR and Learning and Development team on interpretation of policy and case related issues as appropriate.
- Support in the preparation of legal documents for any case related issues.
- Lead on coordinating Subject Access Requests.
- Undertake any project work as required.

- Deputise for the Senior HR Adviser (Organisational Development) as necessary.

Person Specification

Qualifications and training	On recruitment	After Training
Have or working towards level 5 Intermediate CIPD qualification or equivalent	X	
Associate Member of the Chartered Institute of Personnel and Development (CIPD)	X	
Evidence of continued professional development	X	

Knowledge, skills and experience	On recruitment	After Training
Experience of handling a range of complex and sensitive employment cases including disciplines and grievances	X	
Experience of working in a professional HR Adviser's role and providing generalist advice and guidance	X	
Experience of providing advice and interpretation of legislation and case law in relation to employment issues.	X	
Good knowledge of employment law and HR best practice	X	
High level of communication skills	X	
Excellent time management skills with the ability to prioritise and organise workloads	X	
Ability to interpret and advise on legal and regional documents	X	
Ability to demonstrate tact and diplomacy	X	
Able to mediate and diffuse difficult situations	X	
Experience of dealing with senior managers	X	
Knowledge of terms and conditions as they affect RBFRS staff		
Knowledge of RBFRS policies and procedures		X
Public Sector experience		X
Ability to chair meetings		X
Firefighter and Local Government Pension Scheme awareness		X

Other Requirements

Ability to travel to other locations within the county of Berkshire
Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

<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"/> 	
Personal Impact	<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>
Working Together	<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>
Delivering Quality and Service	<p>Treat members of the public with respect.</p> <p>Respond to the different needs of individuals and groups within the organisation and in the community.</p>
Organisational Effectiveness	<p>Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour.</p> <p>Demonstrate commitment to helping the service achieve its corporate commitments and vision.</p>
Health, Safety and Wellbeing	<p>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.</p>

Profile prepared by:	Lucy Greenway, Senior HR Adviser (Organisational Development)		
Approved by:	Becci Jefferies, Head of HR and L&D		
Profile Effective from:	01/11/2014	Last reviewed:	01/11/2024
Post holder name:		Signature:	
		Date:	