

PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Job Title	Employee Relations Advisor (Pensions)
Department	People Services
Job Family	Technical

Category	No.	Requirements	Essential (E) or Desirable (D)	Evidence: A, I, P, O (see key)
Education & Qualifications	1.	4 GCSE passes - Grade A* - C / 9 - 4, including English and Mathematics or equivalent Level 2 qualification (including L2 functional skills), or higher-level relevant qualification	E	A
	2.	Post specific qualification at Level 3 or above or equivalent demonstrable working experience at this level.	E	A
Knowledge & Experience	3.	Broad knowledge of HR environment	E	A, I
	4.	A basic understanding of general pensions legislation and terms of reference	E	A, I
	5.	An understanding of FPS and LGPS	D	A, I
	6.	Experience of meeting best practice guidelines and employment legislation requirements, minimising organisational risk	E	A, I
	7.	Experience of providing advice and guidance in an HR setting	E	A, I
	8.	Relevant experience of implementing and reviewing best practice concepts into practical processes	E	A, I
	9.	Previous experience of using HR payroll and pensions systems and portals	E	A, I
	10.	Previous experience of using office software applications and relevant HR systems	E	A, I
Skills & Abilities	11.	Effective organisational and time management skills and ability to work to tight deadlines whilst maintaining quality standards	E	A, I
	12.	Self motivated. Ability to work practically and logically using own initiative	E	A, I
	13.	Ability to build and maintain strong working relationships	E	A, I
	14.	Effective verbal and written communication skills and able to	E	A, I

		demonstrate a positive attitude to internal/external customer care		
	15.	Handles sensitive and confidential information appropriately	E	A, I
Additional Requirements	16.	Must be able to fulfil the travel requirements of the role	* ₁ E	A, I
	17.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	18.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	19.	Prepared to undertake specific training as a part of the induction process to develop understanding of Fire Service activities and acquire post entry skills	E	I
	20.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	A, I

*₁ A Service vehicle may be available, please note Service vehicles are manual transmission only.

Key to Assessment

A) Application

I) Interview

P) Presentation

O) Selection Tests (Psychometric Testing / Job Related)