

PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Job Title	HR People Partner
Department	Human Resources
Job Family	Specialist

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.	Qualified Member level of the Chartered Institute of Personnel & Development (MCIPD) or able to demonstrate a significant level of graduate calibre experience at this level	E	A
Knowledge & Experience	3.	Previous experience of working in a people / business partner role and providing HR support and advice on a wide range of employee relations and other HR matters to ensure added value in meeting business objectives	E	A, I
	4.	Up-to-date knowledge of employment legislation and experience of applying it and advising on best practice HR ensuring organisational risk is minimised	E	A, I
	5.	Experience of designing, developing and delivery of training to colleagues	D	A, I
	6.	Experience of coaching and developing managers in HR practices to improve performance in teams and departments	E	A, I
	7.	Competent user of MS Office	E	A, I
	8.	Experience of implementing and supporting change initiatives	D	A, I
Skills & Abilities	9.	Excellent communication skills and a positive attitude to internal/external customer care	E	A, I
	10.	Ability to build and maintain strong, professional and credible working relationships at all levels within the organisation	E	A, I
	11.	Proven ability to work unsupervised at multiple sites, working closely with service delivery and corporate teams across an area of the organisation	E	A, I
	12.	Effective organisational and time management skills and ability to work to tight deadlines whilst maintaining quality standards and attention to detail	E	A, I

	13.	Self-motivated. Ability to work practically and logically using own initiative	E	A, I
	14.	Handles sensitive and confidential information appropriately	E	I
Additional Requirements	15.	Full valid driving licence and be able to fulfil the significant travel requirements of the role. Use of own vehicle will be required	E	A, I
	16.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	17.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	18.	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
	19.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	I

Key to Assessment

A) Application

I) Interview

P) Presentation

O) Selection Tests (Psychometric Testing / Job Related)