

## SOUTH YORKSHIRE FIRE & RESCUE

<b>POST TITLE:</b>	Head of Human Resources
<b>DIRECTORATE:</b>	Service Development
<b>REPORTS TO:</b>	Assistant Chief Fire Officer – Director of Service Development
<b>PERMANENT BASE:</b>	Headquarters, 197 Eyre Street, Sheffield, S1 3FG
<b>JOB PURPOSE:</b>	<p>Reporting to the Assistant Chief Fire Officer – Director of Service Development, the Head of Human Resources will deliver the overall provision of a Human Resources service for South Yorkshire Fire and Rescue. The post holder will be responsible for delivering the full range of HR services in alignment with the Strategy, Vision and Values of SYFR. The post holder will also work closely with all members of the Corporate Management Board to develop and implement the HR strategy for SYFR.</p>
<b>DIMENSIONS:</b>	<ul style="list-style-type: none"><li>• Responsible for the Resourcing and Development and Employment Services Sections</li><li>• Providing services for staff across a variety of locations across the county</li></ul>
<b>AREAS OF ACCOUNTABILITY:</b>	<ol style="list-style-type: none"><li>1. To lead and advise on HR Strategy, Policy and Practice at all levels within SYFR, including development of the people management capability of line managers.</li><li>2. To provide functional leadership to ensure the HR team is equipped to achieve its organisational objectives, add value and deliver efficient and effective services to all SYFR employees.</li><li>3. To ensure the organisation has sufficient human resource, with the right skills and motivation, properly deployed to meet the demands of a modern Fire and Rescue Service.</li><li>4. To lead the implementation of workforce development plans through the Integrated Personal Development System, utilising learning and development and organisational development skills to build organisational capability.</li><li>5. To be responsible for organisation development and workforce planning within SYFR.</li><li>6. To contribute to and where appropriate lead organisational change and champion the Fire and Rescue Services' modernisation agenda.</li><li>7. To actively participate in the management of employee and industrial relations in a way that achieves organisational objectives and is consistent with good employment practice.</li><li>8. To communicate in writing, orally and electronically to a variety of internal and external stakeholders to meet organisational goals.</li><li>9. To be responsible for the department's annual budget and to liaise with the Head of Finance on budgetary issues relating to the Services workforce.</li><li>10. To promote diversity at all levels in the organisation through policy development and practical implementation.</li><li>11. To practice and promote the organisation's Equal Opportunities and Health and Safety Policies.</li><li>12. To ensure that risk is managed effectively within the HR section in accordance with the corporate strategy.</li><li>13. To demonstrate a commitment to Continuing Professional Development.</li><li>14. Any other duties as agreed between the post-holder, management and the appropriate trade union.</li></ol>

**KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:**

- Qualified to degree level or higher in a relevant subject area
- MCIPD, working towards Fellowship
- Significant experience of leading HR service delivery including compensation/remuneration, organisation planning and development, employee and industrial relations, H&S and learning and development
- Demonstrated ability to lead a de-centralised HR department
- Experience in managing a large change programme
- Experienced in developing, improving and implementing HR strategies and policies
- Evidence of working successfully in a multi-site, unionised organisation
- Understanding of the importance of providing a quality support service
- In-depth knowledge of employment legislation
- Fire Service Sector experience is desirable
- Ability to plan, prioritise and organise to deadlines
- Ability to think and plan strategically and operationally
- Effective interpersonal skills, ability to build and sustain relationships
- Ability to communicate effectively at all levels
- Commitment to Equal Opportunities and Health & Safety
- Flexible approach to working hours