



THE ROLE

Assistant People Partner

Department: HR
Role Code:
Grade/Role: Grade 7
Responsible to: Strategic Lead People Partner
Responsible for: No line management responsibility
Date Issued: February 2023

Job Purpose:

To protect and save life, property and the environment by providing high quality HR advice, guidance and support to managers and staff, whilst supporting consistent implementation and application of policies and processes. Supporting the People Partnering team to deliver an effective advisory employment HR service through case management, policy and recruitment support.

Main Duties and Responsibilities:

1. Provide responsive, high-quality advice in relation to HR enquiries and casework. Support People Partners and advise managers on interpretation of policies, terms and conditions and contribute to the continuous improvement of the Service through identifying opportunities to improve processes and working with colleagues to implement.
2. Manage informal HR casework, support formal case work as appropriate, and work with People Partners and managers to support HR related enquiries and casework ensuring advice is in line with policy, legislation and relevant case law.
3. Ensure that case management records are kept in line with data protection and other requirements to allow the Service to report accurately on cases and utilise information gathered to support and inform continuous improvement of the Service.
4. Support the day to day delivery of an effective HR People Partnering service, enabling Essex County Fire & Rescue Service (ECFRS) to plan, recruit, retain and report on workforce issues.
5. Develop and support systems and processes that are efficient, effective and robust and that relate to the People Partner team workstreams including: recruitment, contractual changes, workforce planning and information management.

Role Profile

6. Contribute to effective and constructive relationships with employees and employee representative groups.
7. Support the HR People Partnering team and managers in the production and distribution of management information to support analysis, decision making and targeted interventions. Where appropriate analyse reports and statistics to look for trends and information to support management interventions.
8. Support, update and develop HR policies as appropriate in line with legislation and other changes. Develop and maintain an up to date knowledge and understanding of employment law and HR industry development to support continuous improvement within the team and across the Service.
9. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
10. Any other duties commensurate with the responsibilities and grading of the post.