



THE ROLE

Assistant Director of HR

Department: People Services - (Human Resources)

Role Code: HR01

Grade: 13

Responsible to: Director of People Services

Responsible for: Line management responsibility

Date Revised: December 2024

Job Purpose:

We know that the strength of our Service comes from our people.

Our People and Inclusion strategy, and the plans that enable it, aim to empower our people to make a difference and to serve our communities. We aim to embed a high performing and inclusive culture, ensuring our people are supported, engaged, and inspired to make a difference and to deliver our strategic goals; empowering colleagues be professional and ambitious in serving the communities of Essex. This role is about making Essex safer together.

The People and Inclusion Strategy, the Community Risk Management Plan (CRMP) and the Medium-Term Financial Strategy (MTFS) work together to deliver our Fire and Rescue Plan. Together they provide a pathway to continue developing our Service, addressing current and future risks and what we will do to keep our communities safe.

This role needs to lead strategically focussed People Services ensuring that we have the right people with the right skills and abilities to perform effectively and safely. The role leads several People Services functions; HR Business Partnering, IR Policy and Practice Recruitment, HR Support, Learning and Development ensuring functions are productive and efficient executing their functions well first time, every time.

Main Duties and Responsibilities:

1. Support the Director of People Services to deliver the People Strategy as part of the Fire and Rescue Plan.
2. Lead and influence key stakeholders to ensure the people aspects of our strategy are fully considered and delivered. Ensuring all delivery plans and projects take people and organisational issues into account.
3. Build and manage relationships with key internal stakeholders and partner organisations to improve the ability to implement the People Strategy and maximise opportunities for collaboration.
4. Maintain and develop the effectiveness of all functions allocated to this post by ensuring cohesive plans are produced which specify outcomes, resources, staff development, performance measures and standards to be achieved. Report regularly on delivery of plans (monthly, quarterly and annual reporting mechanisms in place). Focus on no 'standalone' functions and excellent service delivery.
5. Lead HR policy and ensure practice is in accordance with developments in regulation and employment law and sufficiently mitigates risk on behalf of the Authority.
6. Ensure overall service delivery of the HR Business Partnering function, ensuring that we partner the Service well and ensure that workforce information is used to direct our focus, offer appropriate advisory support and inform evidence-based decision making.
7. Ensure overall service delivery of the Recruitment and Talent function to ensure that the Service can recruit, promote and retain key talent
8. Ensure overall service delivery of the HR Support function to ensure that we provide efficient and effective transactional services with clear points of contact for our customers for any query.
9. Responsible for the effective management and timely resolution of people management issues which may include acting as an investigating officer or hearing manager.
10. Support the Director of People Services in having meaningful engagement with the Authority's representative bodies, ensuring appropriate Consultation and Negotiation arrangements are in place and well supported.

Role Profile

11. Manage and develop self and others to improve personal and team performance and achieve the Fire and Rescue Plan and objectives. Manage the efficient and effective use of resources to support activities and to deliver the departmental strategy.

12. 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.