



JOB TITLE:	Human Resources Assistant (HR Services & Recruitment)
SALARY GRADE:	Grade 4
JE REFERENCE:	A634
DIRECTORATE:	People and Organisational Development
TEAM:	HR Services & Recruitment
LOCATION OF WORK:	Service Headquarters
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	HR Advisor

LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself
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MAIN JOB PURPOSE

To provide an administration service as part the HR Services & Recruitment team as part of the People & Organisational Development function.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

General Duties

1. To provide full administrative support to colleagues in managing all stages of People & Organisational Development's (POD) policies and procedures.
2. To attend meetings in a minute taking capacity and maintain action logs as appropriate.
3. To coordinate various POD processes in accordance with strict legal and organisational deadlines, supporting all teams within the POD function.
4. To input information accurately onto relevant HR applications.
5. To interrogate data to provide monthly, quarterly and annual statistics as necessary that will be distributed to senior managers and internal and external partners.
6. To provide general advice and guidance regarding People & Organisational Development procedures.
7. To issue correspondence as necessary relating to People & Organisational Development procedures.

Specific Duties

8. To provide full administrative support in all HR Services & Recruitment team procedures and to attend meetings in a minute taking capacity.

9. Provide administration for all levels of security clearance i.e. DBS checks, NPPV2 and NSV, including the aftercare and renewal processes.
10. To input information accurately onto relevant HR applications in line with procedures and deadlines.
11. Administration of Green Book Support Staff annual leave.
12. To support the secondment process and assist with raising invoices on a monthly and quarterly basis.
13. Complete references for mortgage/tenancy requests and employment references as required.
14. Ensure that ID cards are correctly administered.
15. Respond to all general recruitment enquiries from members of the public including requests to transfer-into MFRS.
16. Set up job adverts on the e-recruitment systems and prepare documentation for selection processes.
17. Undertake pre-employment checks and liaise with HR Officers to ensure these are completed in a timely manner.

To undertake any other duties deemed suitable by the directorate commensurate with the grade.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

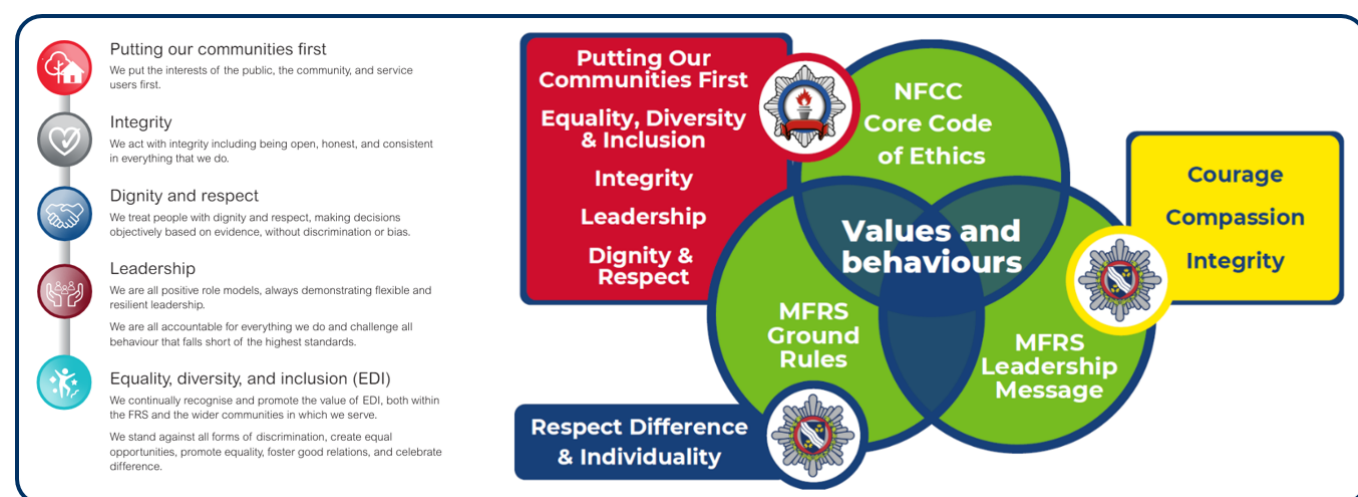
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:

05.10.2023 S. Fielding

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Human Resources Assistant	Team:	HR Services and Recruitment
Salary:	Grade 4	Directorate:	People & Organisational Development
JE Reference:	A634		

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
	G.C.S.E. Math's and English Language grade C or above (or equivalent)	E	P D
	Level 2 ICT Qualification e.g. ECDL (or similar)	D	P D
	KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
	Microsoft packages in particular Word, Excel, Outlook and PowerPoint	E	A & I
	Experience of working in an office environment	E	A & I
	Experience of working as part of a team	E	A & I
	Experience of data input	E	A & I
	Knowledge of HR Information Management Systems	D	A & I
	Knowledge of MFRS	D	A & I
	Experience of working in a HR environment	D	A & I
	Minute taking experience	D	A & I
	SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
	Effective interpersonal and communication skills both verbal and written	E	A & I
	Ability to deal with confidential information in a professional and appropriate manner	E	A & I
	Methodical and organised approach to work	E	A & I
	Accuracy and attention to detail	E	A & I
	Ability to demonstrate initiative and challenge where appropriate	E	A & I
	Excellent time management skills, with the ability to multitask and prioritise	E	A & I
	Able to work independently	E	A & I
	Able to work to reoccurring and strict deadlines and the ability to manage and meet these deadlines.	E	A & I
	Strong customer focus and a desire to deliver a quality service	E	A & I
	Good problem solving skills and ability to generate innovative and appropriate solutions.	E	A & I
	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS

	Disclosure Barring Service check, verification of unspent criminal records will be undertaken in the in the form of a standard disclosure barring service check	E	MFRS
	Work flexibly during busy periods	E	A & I

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will facilitate
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