



JOB TITLE:	HR Officer - Recruitment (HR Services & Recruitment)
SALARY GRADE:	Grade 6
JE REFERENCE:	A739
DIRECTORATE:	People & Organisational Development
TEAM:	HR Services & Recruitment
LOCATION OF WORK:	SHQ
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	HR Advisor

LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself
------------------------------------	------------------

MAIN JOB PURPOSE

To co-ordinate a number of HR Services and Recruitment processes. This will involve managing monthly payroll deadlines; attending interviews and meetings as the HR representative; issuing various documentation in line with deadlines; making all necessary arrangements for selection processes; advising on recruitment legislation and issuing documentation.

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

Specific Duties – Recruitment

1. Co-ordinate recruitment processes from start to finish. Ensuring timescales are agreed with hiring managers; advising on most appropriate advertising solutions; preparing all recruitment and selection documents; making arrangements for selection processes, i.e. room / venue bookings, diary management of interviewers / assessors.
2. To undertake selection interviews, offering advice on legislation to hiring managers to ensure a fair and transparent process is adhered to.
3. Provide post-interview feedback where requested.
4. Facilitate Assessment Centres for large scale recruitment processes alongside HR Advisors.
5. To co-ordinate the new starter process, including conditional offer letters, pre-employment checks and ensure all safer recruitment requirements are met.
6. Support the e-recruitment system by liaising with and supporting managers with its functions, utilising the package to its full extent and supporting its continued development.
7. Liaise with the HR Systems team to create reports when requested by HR Advisors / Managers

Other Duties - (HR Services)

8. To support the creation and distribution of all contractual paperwork and contracts of employment.
9. To co-ordinate the new starter, leaver, probation, Fixed Term contract, secondary employment and maternity processes in line with internal and legal deadlines. Including meeting with

employees under these various processes and issue any subsequent correspondences to employees.

10. Liaise with the HR Systems team to create reports when requested by HR Advisors / Managers.

11. To manage all requests under Work-Life balance policies. Including undertaking meetings with departments / individuals and issuing documentation.

12. Provide advice in regards to HR Services processes and associated legislation to managers and employees.

13. Co-ordinate the ID card process to ensure all staff are given the appropriate access dependent on vetting level.

14. Co-ordinate and manage all inputting and authorising for monthly payroll deadline.

General Duties

15. To provide support to colleagues in the administration and managing all stages of People and Organisational Development's (POD) policies and practices.

16. To coordinate various POD processes in accordance with strict legal and organisational deadlines, supporting all teams within the POD function.

17. To provide general advice and guidance regarding People and Organisational Development procedures.

18. To issue correspondence as necessary relating to People and Organisational Development procedures.

19. Responsible for keeping records of security checks undertaken i.e. EDBS, DBS, police vetting, NSV; up to date and liaise with HR Assistant for checks to be completed.

20. Co-ordinate and manage all inputting and authorising for monthly payroll deadline.

21. Monitor the HR Services & Recruitment mailboxes and delegate queries to the HR Advisors and HR Assistant as appropriate.

22. Work with members of the Corporate Communications team to contribute towards the content of Recruitment social media content and wider POD internal communications.

23. Support Positive Action activities by attending events to promote MFRS as an employer of choice.

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 MFRS'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:

April 2026

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	HR Officer – Recruitment (HR Services & Recruitment)	Team:	HR Services & Recruitment
Salary:	Grade 6	Directorate:	People & Organisational Development
JE Reference:	A739		

QUALIFICATIONS & TRAINING		ESSENTIAL/DESIRABLE	ASSESSED BY
	Good standard of English and Math's i.e. G.C.S.E. grade C or above.	E	A & I
	CIPD Level 3 (or willingness to work towards).	E	P D
	Evidence of continuous professional development in HR, employment law, or recruitment	D	A & I
KNOWLEDGE & EXPERIENCE		ESSENTIAL/DESIRABLE	ASSESSED BY
	Experience of working in a similar recruitment / HR role	E	A & I
	Experience providing administrative support within a recruitment and or HR, or similar professional services environment.	E	A & I
	Experience co-ordinating recruitment HR processes to strict deadlines and organisational policies.	E	A & I
	Experience of offering guidance to others.	E	A & I
	Experience of conducting recruitment interviews	D	A & I
	Experience of using candidate tracking systems i.e. Eploy.	D	A & I
SKILLS & ABILITIES		ESSENTIAL/DESIRABLE	ASSESSED BY
	Excellent interpersonal skills with the ability to communicate effectively with a wide range of people in a clear, accurate and professional manner.	E	A & I
	The ability to work effectively and efficiently across a broad range of work activities	E	A & I
	Able to work independently and as part of a team.	E	A & I
	The ability to prioritise work and deliver to conflicting deadlines.	E	A & I
	Strong attention to detail.	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
	Full UK driving licence	E	MFRS

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