



THE ROLE

Head of Employment Policy and Practice

Department:	Human Resources
Role Code:	HR29
Grade:	11
Responsible to:	Assistant Director of HR
Responsible for:	No line management responsibility
Date Revised:	June 2022

Job Purpose:

To protect and save life, property, and the environment by leading on employment policy and practice, which will assist the Service to meet strategic aims by having lead responsibility for developing policy, guidance and process for pay, policy and terms and conditions of employment.

Main Duties and Responsibilities:

1. As custodian for people related policies and practice, responsible for ensuring all HR Policies and Toolkits are updated to reflect any statutory, legislative, or other changes.
 - 1.1. Develop and propose policy schedule to ensure that policies and supporting materials are reviewed and updated on a regular basis or in line with specific needs of ECFRS/NFCC.
 - 1.2. Coordinate resources working on policy change and the associated collaboration with L&D, Comms, and other teams to ensure effective launch.
 - 1.3. Update existing and draft new HR policies using agreed template, format and content style ensuring accessibility and links to other related content/policies.
 - 1.4. Ensure process improvement and knowledge transfer as necessary to the wider team to ensure understanding as and when changes are made.
 - 1.5. Provide responsive, high quality specialist advice, employment law and HR industry developments on all aspects of HR on an as and when required basis.
 - 1.6. Changes to non-HR policy links are managed where people are impacted (eg mileage).
 - 1.7. Fulfil role of Vice Chair of the NFCC People Policy Panel as directed by the Director of People Services.
2. **To act as the subject matter expert to Director of People Services, Assistant Director of HR, JNCC and SLT on HR policies and strategy.**
 - 2.1. On an annual basis, support Assistant HR Director with developing and implementing the HR strategy to ensure our policies meet current and future

Role Profile

ECFRS needs and achieve continuous improvements in service delivery. Linked to point above to schedule reviews based on priorities.

- 2.2. To undertake or support consultation and negotiation with staff and unions as directed.
- 2.3. Attending JNCC meetings and ad-hoc meetings as required and coordinate the HR actions for completion.
- 2.4. Ensuring regular communication to the Service Leadership Team (SLT) and wider workforce on local and national developments in relation to pay, policy and terms and conditions preparing papers and recommendations for consideration or consultation as appropriate.
- 2.5. Lead on projects and developments as directed by Assistant Director of HR and Director of People Services. As project lead develop project plans, devise a structure, implement project including providing training, communicate changes and monitor progress.
- 2.6. Working with the Communications Team to ensure that wider staff communications relating to employment policy and practice is managed appropriately.

3. To oversee the ER context & Culture

- 3.1 Monitor the IR and ER context using metrics and information from cases, feedback and JNCC, input and engage with People Partnering to identify practices or policies requiring support.
- 3.2 Complete spot checks of ER cases for audit of approach and to identify any areas of improvement to support culture and ensure reputation is maintained.
- 3.3 Lead the Working Relationships/working well together part of the People Strategy.
- 3.4 Lead on relevant policy/practice aspects of the NFCC maturity models and Fire Standards to enable the appropriate ECFRS plans are actions fulfilling our obligations.
- 3.5 Support the team with ER CPD and access to resources for related advice. Monitor the use of paid legal advice to ensure value.
- 3.6 Manage any liability insurance claims as functional point of contact.

4. Pay, Reward & Benefits

- 4.1 Ensure the ECFRS offering of benefits continues to meet the needs of our people. Promotion and updates of the benefits and review of the partner organization performance/value. Working with OH & Wellbeing and other teams as applicable.
- 4.2 Functional lead on renewal of benefit supplier contract.
- 4.3 Partner with Finance, payroll and the Pension Lead to ensure the joined up fulfilment of our obligations. Working with the People Partners on related information succession, retirement, and associate plans.
- 4.4 Undertake benchmarking activities to ensure our benefits are competitive and meet our Employer of Choice objective. Presenting decision proposals as needed for approval.

Role Profile

4.5 Complete periodic checks to ensure our job evaluation and overall pay and grading structures are correct. Provide advice on interpreting allowances and calculations as needed.

5. Any other duties commensurate with the responsibilities and grading of the post within skills confidence.

5.1 Lead for Business Continuity events. Key contributor/advisor to ensure the functional plans and practices are compliant and fit for purpose.

5.2 Support data request (SARs, FOI, Police) to ensure we are compliant regarding GDPR and any other relevant practices.

5.3 Act as the Information Asset Administrator (IAA) for the function – as per the Service requirements – support ADHR as Info Asset Owner (IAO).

6. Positively contribute to a safe work environment ensuring compliance with Health & Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.

6.1 Complete all mandatory Health & Safeguarding and Data Protection training and refresher courses.

6.2 Log incidents on OSHENS.

6.3 Maintaining relevant systems (JCAD etc)