



THE PERSON

Assistant People Partner

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 3 standard of education (e.g. A-level) or equivalent experience.	E	
CIPD Level 3 Foundations or equivalent (CPP).	E	
Knowledge & Experience		
Knowledge and experience of providing HR policy, practice or process advice and guidance to managers.	E	
Understanding of employment law.	E	
Understanding and experience of advising on and delivering generalist HR services including case management and recruitment.	E	
Experience of analysing and interpreting information to develop solutions or solve problems.	E	
Knowledge of the broader activities of Essex Fire & Rescue Service and working with Trade Unions.	D	
Skills & Abilities		
The ability to provide a sensitive, diplomatic and confidential service.	E	
Excellent written and verbal communication skills. Can interpret policy and procedures.	E	
Confident in using ICT systems such as Word, Excel, Outlook, PowerPoint (may be role specific systems).	E	
Excellent interpersonal skills, communicates professionally and develops constructive working relationships.	E	
Excellent time management and planning and organisation skills.	E	

Person Specification

Able to support changes in service provision in a positive and constructive manner.	E	
Proficient at assessing problems and determining the most appropriate action.	E	
Other		
Role Specific - The ability to travel around the county may be required.	E	Application Form
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form