



HR SPECIALIST

Located in St Asaph / Agile working

Permanent, 37 hours per week

NWFRS Grade 08 £36,648 to £39,186 per annum

(additional 8.5% allowance for out of hours working - optional)



We have an exciting opportunity for an enthusiastic Human Resources Specialist to join our team.

Reporting to the Head of Human Resources and working as a valuable member of the team, you will provide comprehensive, efficient and effective HR support to management and employees. Initially, this will be delivered across a wide range of generalist HR activities, including attendance management, disciplinary, grievance, mediation, performance and change management as well as involvement with recruitment and resourcing and HR related initiatives and projects on a rotational cycle.

Ideally, you will be CIPD qualified or working towards the Level 7 qualification and have experience of working in a busy HR environment. We are looking for a strong and effective communicator with good interpersonal skills, with the ability to work across all levels. Flexibility is paramount when supporting a 24-hour frontline emergency service, so the role is varied and the ability to work under pressure to meet deadlines is essential.

The role will primarily be located at our FRS Headquarters in St Asaph, with travel to other Service locations as required. Agile working is available from a combination of home and Service locations and will be discussed during the interview.

The role is full time, worked over Monday to Friday. The successful applicant will have the option to work flexibly, to a non-standard pattern of work which will contribute towards the 37-hour week which will include an average of three evenings per month and this will attract an additional 8.5% allowance.

Please note that a minimum of Welsh Language level 2 skills are a requirement for this post; if not demonstrated on appointment, support will be provided to achieve this during the probation period. This role is also subject to a standard DBS check and satisfactory references.

For further details about the role, please refer to the information pack. To apply, please complete and submit your application pack by email to: recruitment@northwalesfire.gov.wales

**Closing date for receipt of application forms is
12.00 noon, 6 December 2023**

The closing date will be strictly adhered to and no exceptions will apply.

We are an equal opportunity employer and welcome applications from all sections of the community. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay. Applications submitted in Welsh will be treated no less favourably than an application submitted in English.

