

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	Human Resources (Employee Relations)
<b>Post</b>	HR Administrator
<b>Post No</b>	NU085
<b>Grade</b>	4
<b>Location</b>	South Wales Fire & Rescue Service Headquarters
<b>Responsible to</b>	HR Manager – Recruitment & Resourcing

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

**MAIN PURPOSE OF THE POST**

To support the Employee Relations team in providing a professional Human Resources service to the South Wales Fire and Rescue Service and its members, past, present and future.

**DUTIES AND RESPONSIBILITIES:**

1. To undertake administrative duties associated with ensuring employees receive timely and accurate employment information, including:-
  - Issuing letters and memos
  - Issuing Contracts of employment
  - Updating the Employee Relations Intranet Page
  - Responding to general queries
  
2. To undertake general administrative duties to support the Human Resource Officers, including:-
  - receiving and distributing departmental mail
  - photocopying
  - inbox handling
  - uploading information to Personal Record Files
  - responding to telephone enquiries
  - ensuring an adequate supply of stationary
  
3. To update Human Resources systems (COREHR) as required.

4. To support HR Managers and Officers on projects when appropriate and required.

## **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme using the same, that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

## **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

This document is available in both English and Welsh and we welcome communication in both of these languages.

