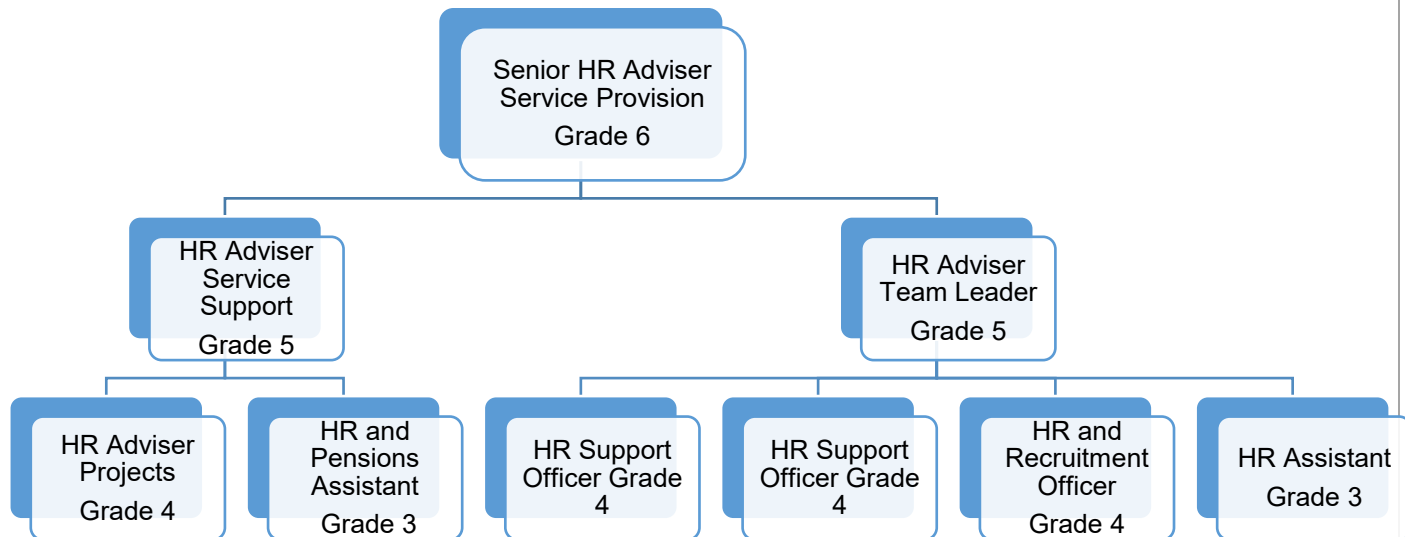


ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Job Title	HR Adviser (Projects)		
Post Reference		Temporary/Permanent	Fixed Term 12 months
Grade	4	Hours	37
Reports to	HR Adviser Service Support		
Line Management responsibilities (Direct and Indirect)	None		
Directorate/ Department	HR and L and D		
Location	Headquarters, Newsham Court		
Politically restricted	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Safeguarding Level Required	<input checked="" type="checkbox"/> Level 1 <input type="checkbox"/> Level 2		
Main Purpose of the Job <p>To review HR and payroll processes, developing efficiencies, produce a timeframe for improvement and highlight benefits and risks. To support ongoing improvement but additionally to support projects as necessary.</p> <p>Deliver efficient HR services aligned with the HR Service Plan, providing advice and support to managers and employees.</p> <p>Ensure accurate and compliant payroll administration, maintaining legislative compliance and guaranteeing employees are paid correctly and on time by supporting the validation process.</p>			

Organisational Structure



Key Responsibilities and Deliverables:

To co-ordinate and improve HR and payroll processes. This will include mapping out processes, spotting areas for improvement, and investigating the sources of any challenges. Maintain updated process manuals and guides.

Review and co-ordinate multiple improvement projects, ensuring timely progress and clear stakeholder reporting and tracking. Use HR systems, automation within Microsoft Office, and process-supporting tools to enhance efficiency.

Help to further develop standardised and/or streamlined procedures and practices for payroll processes. Develop and maintain strong relationships with the HR team to ensure co-ordinated solutions, which effectively and professionally gain resolutions to meet employee, manager, and service needs.

To complete audits and checks on payroll, ensuring all changes have been accurately actioned and administered. To update and log payroll queries, as well as undertake some more complex calculations including tracking errors and corrections and updating the payroll manual.

Advise Line and Senior Managers and staff on the interpretation and application of case law, terms and conditions of employment, policies, current legislation and Codes of Practice, ensuring that good employment practices are maintained and legal obligations upheld.

To ensure compliance with data protection legislation and the quality of data within both manual and computerised personnel information systems.

To undertake project work as directed or as necessary. Assist with subject access request as necessary.

Provide advice and guidance on discipline, grievance and performance management issues and to act as an adviser at Hearings and case review meetings.

Person Specification

Qualifications and training	On recruitment	After Training
2 years relevant experience working within Human Resource	X	
A Levels or equivalent level of education	X	
CIPD Level 5 or working towards	X	
Competent in Firewatch Database (RBFRS HR System)		X

Knowledge, skills and experience	On recruitment	After Training
Excellent working knowledge of Microsoft Office package	X	
Experience of transactional HR work activity	X	
Excellent communication skills both written and verbal	X	
Excellent attention to detail	X	
Ability to prioritise and organise workloads	X	
Ability to analyse and interpret data	X	
Ability to work with various software and systems	X	
Good knowledge of employment law	X	
Good knowledge of HR best practice	X	
Experience of working in a professional HR Adviser's role and providing generalist advice and guidance	X	

Other Requirements

Ability to travel to other locations within the county of Berkshire

Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is **Leading Yourself**

Leading Yourself (Behaviours for Everyone)

Safe	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
Supportive	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
Inclusive	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

Leading Others (Behaviours for those who Manage/Influence Others)

Safe	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility,
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ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

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	and support each other to maintain a working environment that feels safe for all.
Supportive	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional development.
Inclusive	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every day. We take responsibility for leading in a way that lets people know they belong.
Leading the Service (Behaviours for those in Senior Management Positions)	
Safe	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
Supportive	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
Inclusive	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

Profile prepared by:	Maja Davies		
Approved by:	Emma Scott		
Profile Effective from:		Last reviewed:	21/11/2025
Post holder name:	TBC	Signature:	
		Date:	