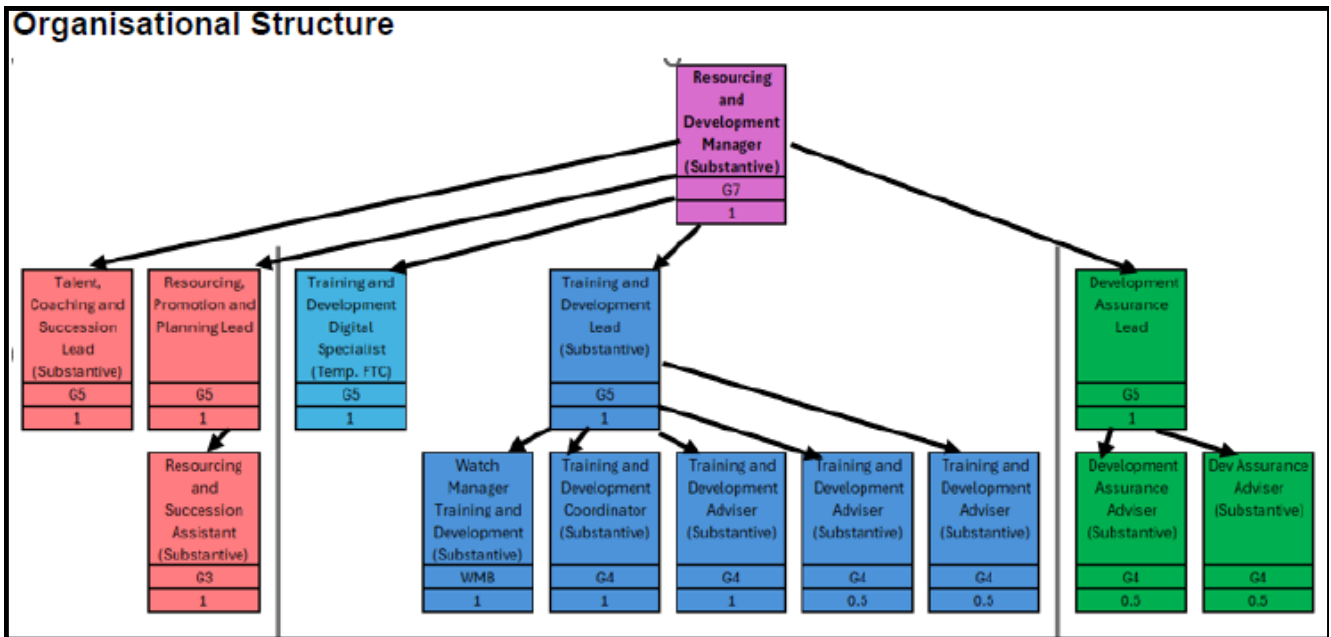


<b>Job Title</b>	<b>Resourcing and Succession Assistant (Mat Cover)</b>		
<b>Post Reference</b>	tbc	<b>Temporary/Permanent</b>	Temporary
<b>Grade</b>	3	Hours:	1 fte (37hpw)
<b>Reports to</b>	Resourcing, Promotion and Planning Lead		
<b>Line Management responsibilities</b> (Direct and Indirect)	n/a		
<b>Directorate/ department</b>	Professional Support Service, HR and L&D, Resourcing and Development		
<b>Location</b>	Service Headquarters (and various locations as required)		
<b>Politically restricted</b>		No	
<b>Level of DBS Check Required</b>	<input checked="" type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>Enhanced (with barred Child)</b> <input type="checkbox"/> <b>Enhanced (with barred Adult)</b>		
<b>Safeguarding Level Required</b>	<input checked="" type="checkbox"/> <b>Level 1</b> <input type="checkbox"/> <b>Level 2</b>		
<b>Main Purpose of the Job</b>			
<p>To provide administrative support in relation to resourcing and succession delivery and associated processes.</p> <p>To ensure the creation and maintenance of accurate and effective documentation and records.</p>			



## Key Responsibilities and Deliverables:

### Administration

- To provide timely, accurate and effective administrative support to the Resourcing, Promotion and Planning Lead in relation to resourcing, the delivery of processes and organisational development.
- To act as a first point of contact with the team (internal and external), dealing with queries and providing initial advice and guidance.
- Undertake research and analysis on assigned tasks.
- To create and maintain accurate and confidential documents and records associated with team objectives aligned to General Data Protection Regulations (GDPR), document management protocols and retention schedules.
- To create and maintain reports, spreadsheets, and correspondence using a variety of software including MS Office / 365, SharePoint etc.
- Effective use of databases and HR / learning management systems and technology to accurately enter, maintain and interrogate data
- To update and support the maintenance and development of Resourcing and Development systems and the team intranet pages.

### Resourcing

- To administer and support resourcing processes aligned to organisational policy and procedure and good practice.
- Support recruitment campaigns for new entrant Firefighters, internal and external transfers and other processes for operational staff as required.
- Support and undertake administration activities for recruitment events such as sending out invite letters, recording attendees and printing all relevant materials.
- Contribute to, organise and support positive action and attraction initiatives.

**Organisational Development Administration**

- To organise training and development events, liaising with providers, trainers, delegates / attendees, and venues as appropriate.
- To create and maintain accurate training and development records on Service information / learning management systems (e.g. Firewatch etc).

**Evaluation, Monitoring and Reporting**

- Administrate the evaluation process as it relates to organisational development and resourcing.
- Collate evaluation data, interrogating the information to flag issues, identify trends and inform reports and continuous improvement.

**Policy and Process Improvements**

- Update internal processes, policies and procedures as directed.
- Provide support to monitoring and evaluation processes to inform continuous improvement.

**Finance and Procurement**

- Undertake financial administration using relevant finance systems and check and refer invoices to finance section for payment ensuring the maintenance of accurate and comprehensive financial records.
- Contribute to procurement and commissioning activities as directed by line management.
- Order products and services as directed.

**Team**

- Deputise for the Resourcing, Promotion and Planning Lead as required.
- Provide administration support across the team and department as directed to support organisational needs.
- Undertake other duties as directed by the Resourcing, Promotion and Planning Lead commensurate with the level and duration of experience in the role.

**Person Specification**

<b>Qualifications and training</b>	On recruitment	After Training
Good general education (equivalent of 5 GCSE passes level C or above – including English Language and Mathematics)	X	
<b>Knowledge, skills and experience</b>	On recruitment	After Training
Good interpersonal skills, able to clearly and concisely express oneself and engage with internal and external stakeholders at all levels	X	

Good IT skills, ability to produce accurate documentation and records using MS Office software products	X	
Experience of using databases and learning management systems to accurately enter, maintain and interrogate data	X	
Confident and able to work independently and to work with and support others	X	
Demonstrable organisation and prioritisation skills	X	
Experience of delivering tasks to the required standard, planning time and activity to meet deadlines, successfully executing a wide range of tasks	X	
Office based administration experience	X	
Experience of resourcing activity and processes		X
Experience of organising training, development and other events		X
Understanding of RBFRS and services it provides, as it related to team objectives		X
Knowledge of General Data Protection Regulations (GDPR) and able to maintain confidentiality of information	X	
Knowledge and understanding of resourcing activity and processes	X	
Flexible approach in relation to assigned tasks	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.

<b>RBFRS Behaviours</b>	
<p>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.</p> <p>This level this role operates is <b>Leading Yourself</b></p>	
<b>Leading Yourself (Behaviours for Everyone)</b>	
<b>Safe</b>	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.
<b>Supportive</b>	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.
<b>Inclusive</b>	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.
<b>Leading Others (Behaviours for those who Manage/Influence Others)</b>	
<b>Safe</b>	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, and support each other to maintain a working environment that feels safe for all.
<b>Supportive</b>	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.
<b>Inclusive</b>	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.
<b>Leading the Service (Behaviours for those in Senior Management Positions)</b>	
<b>Safe</b>	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.
<b>Supportive</b>	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.
<b>Inclusive</b>	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.

<b>Profile prepared by:</b>	Resourcing and Development Manager		
<b>Approved by:</b>	Resourcing and Development Manager		
<b>Profile Effective from:</b>	16.02.2026	<b>Last reviewed:</b>	16.02.2026
<b>Post holder name:</b>		<b>Signature</b>	
		<b>Date</b>	