

ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Job Title	HR Adviser		
Post Reference		Temporary/Permanent	FIXED TERM
Grade	4	Hours	37
Reports to	Senior HR Adviser Service Provision		
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		

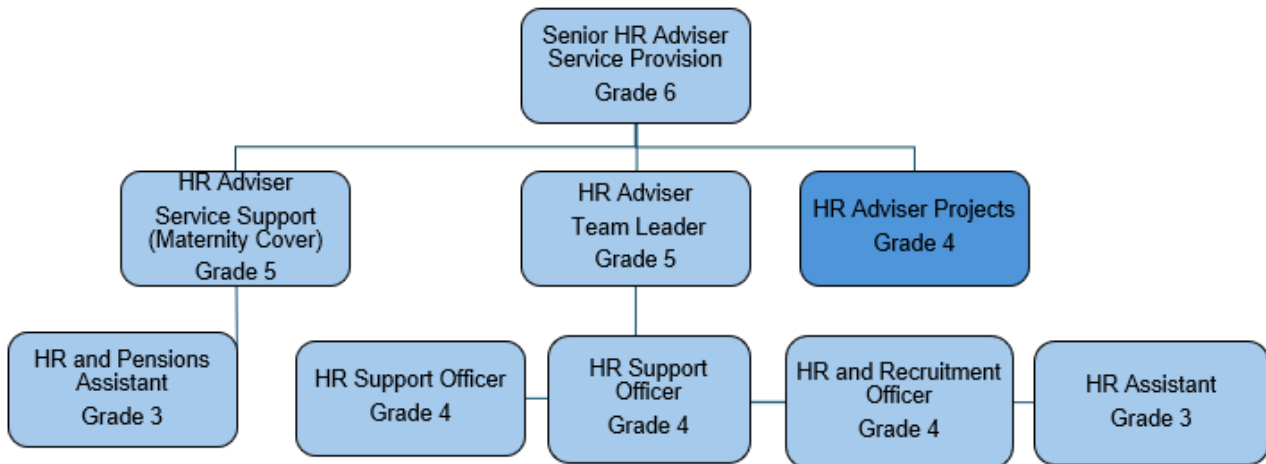
Main Purpose of the Job

To deliver and develop efficient HR services to Royal Berkshire Fire and Rescue Service by providing advice, support and undertaking project work in support of HR and EDI Service Plan.

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

To Identify and prioritise key areas of process improvement in HR, including automation, digitalisation and streamlining/ redesigning processes. To monitoring and report on benefits and efficiencies.

Organisational Structure



Key Responsibilities and Deliverables:

- 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 work in conjunction with the Senior HR Management Team as required to provide advise on employee relations casework including discipline and grievance cases.
- To support the wider team and service on data requirements for audits as required.
- 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.
- Assist HR Adviser (Service Support) with pensions calculations for pensions projects.
- To ensure compliance with data protection legislation and the quality of data within both manual and computerised personnel information systems.
- Work with HR and payroll systems to identify improvements that streamline processes, reduce manual intervention, and enhance the employee and manager experience.
- Analysis of data to recommend better ways of working, better use of resource and improvements.

- Review the work undertaken and to further consider the mapping of HR and payroll processes to identify opportunities for simplification, consistency, and better integration across the employee lifecycle.
- Collaborate with ICT and system suppliers where needed to support the development and implementation of system changes, ensuring they align with HR service priorities.
- Act as a key link between HR and ICT, to ensure process changes are scoped and planned.

Person Specification

Qualifications and training	On recruitment	After Training
A Levels or equivalent level of education	X	
CIPD Level 5 (or working towards) or equivalent qualification	X	

Knowledge, skills and experience	On recruitment	After Training
Excellent working knowledge of 365 Microsoft Office packages and automation tools	X	
Experience of transactional and advisory HR	X	
Experience using HR systems	X	
Experience of handling a range of employment cases	X	
Knowledge of HR employment lifecycle processes	X	
Knowledge of employment legislation	X	
Ability to create dashboards, reports, or automated alerts.	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	

Other Requirements

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

RBFRS Behaviours	
<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 Leading Yourself</p>	
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, 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:	Emma Scott		
Approved by:	Becci Jefferies		
Profile Effective from:	Revised for Fixed term recruitment 01 April 2026	Last reviewed:	01 April 2026
Post holder name:		Signature:	
		Date:	