WORKFORCE PLANNING AND RESOURCING ASSISTANT

VACANCY REF: SFRS00301

CONTRACT STATUS: Permanent and Temporary
GRADE: 2
LOCATION: Bothwell Road, Hamilton
DEPARTMENT: People and Organisational Development
SALARY: £17,029 - £18,338
HOURS: Full (35) or Part Time (17.5)
CLOSING DATE: 7 February 2016

The vacancy information pack is designed to provide you with as much information as possible, relevant to the role and the SFRS recruitment and selection process.

The SFRS is an equal opportunities employer and our selection processes have been designed to promote equality of opportunity for all. As part of this commitment we promote and adhere to the Disability Double Tick Symbol. As such we will ensure that all applicants that declare a disability and who meet the minimum criteria for the post will be invited to attend for interview.

If you have any further questions, please contact the Workforce Planning and Resourcing Team on 01698 402479 or email SFRS.Vacancies@firescotland.gov.uk.
CORPORATE STATEMENT

The Scottish Fire and Rescue Service is here to serve the people of Scotland – 24 hours a day, 7 days a week, 365 days a year.

Our Service was established on 1st April 2013, bringing together the collective skills and experience from across Scotland’s previous eight fire and rescue services.

You may think that our role is pretty straightforward – to prevent and control fires but, as any of our 8,000 firefighters will tell you, there’s much more to the job than that.

The best way to deal with an emergency is to prevent it from happening in the first place, and our role starts long before any 999 call is made. We work in close partnership with local communities’ right across Scotland to deliver crucial safety messages in the fight against fire.

When emergencies do occur, our staff are ready and equipped to respond, attending tens of thousands of specialist service and Road Traffic Incidents (RTCs) every year as well as a wide range of fires.

Our high service standards have demanded an ever increasing commitment to development and our firefighters continue to be amongst the best equipped and most highly trained in the world.

Our retained and volunteer staff are part-time firefighters who provide a vital service to our remote or more rural communities; most of them are women and men whose primary employment is in another field, but who deliver the same range of emergency service as their wholetime colleagues.

Our aspiration is that by working together for a safer Scotland, we can help reduce the incidence of fire.
JOB DESCRIPTION

JOB TITLE: Workforce Planning and Resourcing Assistant
GRADE: 2
LOCATION: Bothwell Road, Hamilton
DEPARTMENT: People and Organisational Development
SALARY: £17,029 - £18,338
RESPONSIBLE TO: Workforce Planning and Resourcing Team Leader
DATE: November 2015

N.B. Please note that whilst this job description is indicative of the nature and level of responsibilities associated with this role, it will be subject to change as the role evolves and the new structure for the SFRS becomes embedded.

ROLE OVERVIEW

To work cohesively within the Workforce Planning & Resourcing Team, to provide effective administrative support to ensure the timely and accurate delivery of an end to end workforce planning & resourcing service within the Scottish Fire and Rescue Service (SFRS), ensuring the highest level of confidentiality is maintained at all times.

KEY CONTACTS

- Workforce Planning & Resourcing Team
- People and Organisational Development Directorate
- Recruiting Managers within SFRS
- Internal and external candidates
- Relevant External Professional Agencies/Bodies

FUNCTIONAL RESPONSIBILITIES / KEY TASKS

- Undertake all clerical tasks and activities relating to the various stages of vacancy management using the recruitment portal, with regards; the preparation of job adverts, co-ordination of interview arrangements, preparation of contract of employments and the progression of reference and disclosure requests etc.
- Administer RDS recruitment, with regards; the processing candidates for on-line testing, the co-ordination of arrangements for practical selection testing, interviews, fitness testing, preparation of contract of employments and the progression of reference and disclosure requests etc.
• Ensure effective communication with Hiring Managers and Applicants throughout all resourcing process ensuring timescales/deadlines are met and all relevant documentation is in order and all records/systems are updated.
• Provide administrative support to the co-ordination and management of Recruitment Campaigns, Assessment Development Centres and other processes, as required.
• Provide administrative support to the co-ordination of staff movement across the SFRS including Secondments, Fixed Term Contracts, Temporary Promotions and Transfers, issuing letters and notifications as appropriate and ensuring that all relevant documentation is in order and that contractual variations are recorded and systems updated.
• Maintain the Services’ HR Payroll System by transacting all appointments and personnel movements.
• Support the maintenance of workforce planning information and prepare information required for statistical reporting, performance indicators and FOI requests.

ADDITIONAL INFORMATION

Criteria

Essential Criteria
• Relevant experience within a busy office environment.
• Ability to work with accuracy and attention to detail to work, under pressure to meet tight deadlines and timescales.
• Strong communication and customer service skills.
• Knowledge and experience of IT packages, e.g. Microsoft.

Desirable Criteria
• Knowledge of and experience working with ‘myjobscotland’ recruitment portal.
• Knowledge of and experience working with iTrent.

THE FOLLOWING PERSONAL QUALITIES & ATTRIBUTES (PQAs) ARE REQUIRED WITHIN THIS ROLE:

Commitment to Diversity and Integrity:
• Conscientious, awareness of importance of confidentiality

Openness to Change:
• Proactively supports change, adjusting approach to meet changing requirements

Confidence and Resilience:
• Maintains a confident, controlled and focused attitude in highly challenging situations

Working with others:
• Works effectively with others
• Leads, involves and motivates others

Effective Communication:
• Excellent interpersonal skills
• Ability to communicate effectively both orally and in writing
Commitment to Development:
- Committed and able to develop self, individuals, teams and others to improve organizational effectiveness

Problem Solving:
- Understands and applies relevant information to make appropriate decisions and create practical solutions

Situational Awareness:
- Has an active awareness of environment to promote safe and effective working
- Evidence of a thorough knowledge of fire and community safety issues

Commitment to Excellence:
- Leads others to achieve excellence by the establishment, maintenance and management of performance requirements

GENERAL RESPONSIBILITIES

1. The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS’s Code of Conduct, Dignity and Fairness at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users.

2. To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service’s Health and Safety Policies in accordance with all relevant statutory requirements, leading by example.

3. To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisations IT Security Policy and procedures.
TERMS and CONDITIONS

JOB TITLE          Workforce Planning and Resourcing Assistant
LOCATION          Bothwell Road, Hamilton
CONTRACT STATUS   Permanent or Temporary

Hours of Work
We have a number of permanent (full time) and temporary opportunities (both full and part time until 25 December 2016).

Hours of work are 35 hours per week (Mon-Fri) or 17.5 hours per week (days tbc on appointment).

Pay
The salary range for this role is £17,029 - £18,338.

Salary on appointment will normally be on the bottom point of the scale, with progression subject to regular review in line with the SFRS pay review.

Pension
This post is pensionable.

Annual Leave
Annual Leave entitlement starts at 26 days per annum, rising to 32 days after five years continuous service.

Public Holidays
There are 6 fixed public holidays, designated by the SFRS for support staff.
THE SELECTION PROCESS

ONLINE APPLICATION
Please ensure that you complete the on-line application as fully as you can. It is important that you demonstrate how you meet the essential and desirable criteria outlined within the Job Description.

SHORTLISTING
The SFRS evaluate candidate suitability for a role by assessing your knowledge, experience and skills in relation to the criteria for the role and the Personal Qualities and Attributes (PQAs) detailed within the Job Description.

You need to be clear and specific about your skills and experience as only the most suitable applicants will be selected for interview on the basis of the evidence provided in the application.

INTERVIEW
PQAs measure the underlying attitudes and behaviours upon which good performance lies. To ensure you are in the best position to perform to your highest standards during our selection process, make sure you review the PQAs outlined in the Job Description, and have prepared examples of times you have successfully demonstrated these behaviours in the past. PQAs are sometimes referred to as ‘competencies’: for tips on how to prepare you may wish to conduct an internet search e.g. “preparing for a competency based interview”.

OFFER
If successful we will issue an offer of appointment.

DISABILITY
As part of the application, you will be given the opportunity to specify your disability and detail any special requirements that you wish to be considered within our selection process.

DIVERSITY MONITORING FORM
The SFRS values diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

KEEPING IN TOUCH
We aim to keep you up to date on the progress of your application. All communications will be sent to the e-mail address provided by you on your application. Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.

Good luck with your application!