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**Post Specification**

**Organisational Support**

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| **Date** | **February 2023** |
| **Post Title** | Resourcing, Talent and Wellbeing Lead |
| **Job Family Role Profile** | **OS14** |
| **Final Grade** | **Grade 14** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post** | | |
| To lead the resourcing, talent and wellbeing team at Cumbria Fire and Rescue Service. Working closely with the HR Team and Service Centre to ensure the successful delivery of a range of recruitment, promotion and talent management activities for all Fire & Rescue Service employees.  Lead on service wellbeing, including managing the Services Fitness Advisor and Instructors, ensuring all operational employees comply with the standards set out in the Service Fitness Policy. Secure a fit and healthy workforce that is attainable through education, the provision of appropriate equipment, facilities and support. | | |
| **Key job specific accountabilities** | | |
| 1. Lead the development and implementation of key resourcing, talent and wellbeing policies, procedures and guidance to meet service needs. 2. Lead on the successful delivery of a range of recruitment, promotion, talent management and wellbeing activities. 3. Promote best practice and lead the education and development of line managers and colleagues to enable them to understand and effectively deliver people management practices. 4. Design, develop and implement strategic resourcing and wellbeing initiatives and operational delivery to services across Cumbria Fire & Rescue Service. 5. Lead on ensuring professional, consistent, accurate, timely advice and guidance on the interpretation and implementation of people management policies, practices and statutory requirements relating to resourcing, talent and wellbeing. 6. Review and analyse data including, HR metrics and data to identify trends and interventions to support best practice and promote the use of metrics and a performance management culture with service managers. 7. Working effectively with key services and stakeholders including legal, finance and trade unions. 8. Represent the service at a local, regional, and national level on resourcing and wellbeing initiatives | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * Contribute to budget management of team |
| **Staff Management Responsibilities** | | * Management of Resourcing, Talent and Wellbeing Advisor and Fitness Advisor and Instructors |
| **Other** | |  |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * Degree level qualification or equivalent demonstrable experience * Membership of CIPD or demonstrable experience. * Extensive people management knowledge in resourcing, talent management and wellbeing * Experience of providing advice and guidance on core HR practices to support the employee life-cycle * Up to date knowledge of employment law and legislative frameworks. * Knowledge of sourcing, analysing and utilising key HR metrics | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * None | | |
| **Job working circumstances** | | |
| **Emotional Demands** | * As expected for role | |
| **Physical Demands** | * As expected for role | |
| **Working Conditions** | * Agile working, office based | |
| Other Factors | | |
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