West Yorkshire Fire & Rescue Service

Job Description.

**Post Title:** Senior People Partner and Professional Standards Lead.

**Grade:** 9.

**Responsible To:** Head of People and Culture.

**Purpose Of Post:** Supporting WYFRS with all people related matters across the end-to- end employee lifecycle and lead the people partnering function with particular focus on employee relations matters and professional standards.

Supporting the Director of People and Culture and the Head of People and Culure to enable a highly professional people fiunction which delivers excellence and puts people at the heart of every decision.

 To support with cultural evolution and prioritise employee experience.

# Organisational chart.

Currently under review.

# Main duties and responsibilities of the role.

1. Supporting the Director and Head of People and Culture to deliver the WYFRS People Strategy to enable the Community Risk Management Plan (CRMP).
2. Building strong business partnering relationships across the Service to ensure successful delivery of people priorities.
3. Leading on complex employee relations matters and working closely with the Employee Relations Investigator, senior managers and Trade Union officials to ensure matters are dealt with consistently and appropriately.
4. Supporting HR policy and ensuring practice is continuously reviewed in accordance with regulation, employment law, professional/safer recruitment standards and operational demands of the Service.
5. Leading, reviewing and evolving business partnering arrangements to maximise people service and solution delivery whilst ensuring strategic alignment, influence and efficiency.
6. Supporting the Head of People and Culture with data analysis on employee relations cases and reporting to various committees and supporting the HMICFRS Inspection process.
7. Supporting the evolution of WYFRS culture, working closely with the Head of People and Culture, the Culture Action Board and colleagues across the Service.
8. Providing timely data insights and management information to facilitate improved individual and organisational performance and enable continuous improvement.
9. Partnering with employee networks and representative bodies, actively involving them in operational issues and ensuring appropriate consultation arrangements are in place.
10. Championing and integrating Diversity, Equity and Inclusion in every aspect of the role.

**Professional Standards Lead duties**

1. Monitoring local and national developments in all areas of personal responsibility, ensuring that the Service is able to evaluate risk, anticipate change and maximise opportunities.
2. Building and managing relationships with key stakeholders, other Fire and Rescue Services and partner organisations as a strategic partner to the business, to keep abreast of developments and to improve the ability to implement the People Strategy and Community Risk Management Plan.
3. Being a visible, role model, and credible leader of Professional Standards. Ensuring those working for the service understand what is expected of them and their role in upholding professional standards.
4. Leading on ensuring that the Service has an accurate, complete understanding of professional standards across the Service. Working with colleagues across the organisation to bring together both qualitative and quantitative information from professional standards investigations, wider conduct investigations, public complaints and safeguarding.
5. Maintaining a working knowledge and understanding of new and evolving Professional Standards threats and priorities, and current best practice to tackle these, to enable a pro-active and preventative approach.
6. Reporting to the agreed governance forum, providing information on numbers of cases, outcomes, quality of service, and trends. Identifying actions to be taken by the Service based on the evidence based insights.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:
* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.
1. A satisfactory StandardDisclosure and Barring check is required for the role.
2. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

# Skills and experience requirements for this role.

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Strong track record of developing and implementing policy, experienced in implementing HR strategy. | Essential. | Application & Selection Process. |
|  | Experience of managing complex employee relations issues, including direct personal leadership of consultation with trade unions. | Essential. | Application & Selection Process. |
|  | A proven ability to coach and develop team members and to encourage, enable and support them to reach their potential. | Essential. | Application & Selection Process. |
|  | Experience of building and managing successful relationships with Stakeholders, both internal and external, and working at a strategic level representing the Organisation. | Essential. | Application & Selection Process. |
|  | Experience of managing conflict and sensitive issues and achieving positive outcomes. | Essential. | Application & Selection Process. |
|  | Experience of leading and shaping work with others to achieve organisational priorities. | Essential. | Application & Selection Process. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Level 7 CIPD qualification or equivalent professional HR qualification. | Essential. | Application.  |
|  | Member of the Chartered Institute of Personnel and Development. | Essential. | Application.  |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Expert knowledge of current employment legislation, HR issues and the strategic people agenda. | Essential. | Application & Selection Process. |
|  | A good understanding of designing, delivering and evaluating people policies, programmes, interventions and strategies. | Essential. | Application & Selection Process. |
|  | A detailed understanding of the professional standards agenda and the application of this to the fire sector. | Essential. | Application & Selection Process. |
|  | Highly articulate (in writing and orally) with strong engagement and influencing skills. | Essential. | Application & Selection Process. |
|  | An empowering, compassionate, collaborative and motivating leadership style with the ability to engage and motivate people to deliver results in line with strategic objectives. | Essential. | Application & Selection Process. |
|  | Politically astute and able to navigate organisational politics and culture effectively. | Essential. | Application & Selection Process. |
|  | Has strong analytic and critical reasoning skills, is capable of effective problem solving and uses data to drive decision making. | Essential. | Application & Selection Process. |
|  | Comfortable with ambiguity, resilient under pressure and can work effectively in a complex environment. | Essential. | Application & Selection Process. |
|  | Able to challenge and influence others, including more senior colleagues and stakeholders, to ensure the right outcomes are achieved. | Essential. | Application & Selection Process. |
|  | Demonstrate commitment to good data quality within all areas of work.  | Essential. | Selection Process only. |
|  | Demonstrates commitment to taking a leading role in driving forward WYFRS’ commitment to Equality & Diversity, NFCC Core Code of Ethics and WYFRS values**.**  | Essential. | Selection Process only. |
|  | To hold and maintain a current full UK valid car driving licence, or the ability to travel between Fire Service properties within West Yorkshire. | Essential. | Application & Selection Process. |

Job Description last updated: **July 2025.**

# Indicative Timeline.

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| Advert close date (Application and statement of suitability). | 5 September 2025, midnight. |
| Shortlist. | w/c 8th September 2025 |
| Online Assessments. | TBA |
| Interview. | 18/19th September 2025 |