West Yorkshire Fire & Rescue Service

Job Description.

**Post Title: Employee Relations Investigator.**

**Grade: 6.**

**Responsible To: Senior People Partner.**

**Purpose Of Post: Responsible for planning and conducting investigations into disciplinary allegations and supporting investigatory processes in relation to complex grievances. This role includes making findings and drafting investigation reports.**

# Organisational chart.

# Main duties and responsibilities of the role.

1. Performing complex investigations, including conducting investigative interviews of employees and others, and reviewing and analysing documents and data collected as part of the investigations.
2. Lead the end-to-end investigation process ensuring compliance with our Discipline and Grievance policies and procedures.
3. Prepare comprehensive investigation case files, including recommendations, any mitigating circumstances, and policy/legal implications.
4. Support the provision of insight and/or key learnings to the service from the cases that you’ve been involved with to help target improvements.
5. Collaborate with and provide support to HR Business Partners and Managers on Employee Relations issues if appropriate.
6. Summarising and organising information and documents as part of the investigation process and reporting.
7. Making objective and analytically sound investigative findings and providing recommendations and advice about broader organisational changes.
8. Present a summary of the investigation you have carried out at any formal meetings such as disciplinary or grievance hearings.
9. Effectively interacting and communicating with individuals involved in the matter being investigated, managers, trade unions and the HR colleagues that support those individuals during the investigation and post-investigation processes.
10. Preparing executive summaries and providing appropriate updates about investigations to the HR Leadership team.
11. Supporting and promoting continuous improvements to our investigation processes and associated paperwork.

**Second Area:**

1. To provide assistance to the HR team as and when required.
2. To Implement and promote the authority’s:
   1. Health and Safety policy
   2. Equality and Diversity policies
   3. Data Quality policy
   4. Protective Security policy
3. Undertake any other duties commensurate with the grade of the post as directed by your manager.

# 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 Standard Disclosure 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.** |
| --- | --- | --- | --- |
|  | Proven experience of managing full investigation caseloads end-to-end, including background research, investigation interviews, report compilation and case presentation. | Essential. | Application & Interview. |
|  | The ability to build positive working relationships with stakeholders. | Essential. | Application. |
|  | Some understanding of ER processes and basic employment legislation. | Desirable. | Application. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Educated to degree level in a relevant discipline. | Essential. | Application. |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Excellent attention to detail and strong written and verbal communication skills, specifically active listening, questioning, and probing. | Essential. | Interview. |
|  | Strong organisational and prioritisation skills and the ability to balance multiple cases at the same time. | Essential. | Interview. |
|  | Critical analysis and ability to distil issues from complex investigative reports. | Essential. | Interview. |
|  | Strong interpersonal skills and the ability to interact and communicate effectively with employees, witnesses, members of management and others during the investigation. | Essential. | Application & Interview. |
|  | The ability to analyse information collected and reached timely unbiased conclusions and findings. Effectively assess witness credibility. | Essential. | Application & Interview. |
|  | Generate professional, well-drafted investigation records, plans and reports. | Essential. | Application & Interview. |
|  | Maintain confidentiality and sensitivity to all issues. | Essential. | Application & Interview. |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential. | Interview. |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values. | Essential. | Interview. |
|  | To hold and maintain a current full UK valid car driving licence. | Essential. | Application. |

Job Description last updated**: 21st July 2025.**