



EMPLOYEE RELATIONS ADVISOR - BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget of around £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of: Service Delivery including whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support, and Corporate Services.

This post is in the People Services Department, within the Service Delivery Support Directorate, and reports to the Employee Relations Lead. The post holder will provide support and advice across a broad range of people issues, working with the People Services leads to deliver the People, Culture and Leadership Strategy and the People Services Work Programme.

The role is interesting and varied and the post holder will provide advice and practical support, working closely with the Wellbeing and Employee Relations teams and managers across AF&RS. This role presents the opportunity to establish strong working relationships and make a significant positive impact upon our culture and our transformation projects.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.

Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.



Job Description, Core Values and Person Specification

Job Title	ER Advisor
Post Number	3413, 3413-T (This post)
Grade	HAY 7
Duration of Post	Until 31 July 2027 with the possibility of extension
Hours	37 hours – with possibility of job-share or part-time working
Directorate	Service Delivery Support
Unit or Team	People Services
Reports to (give job title)	Employee Relations Lead
Line management or supervisory responsibilities	No
Responsibility for managing a budget	No
Date job was evaluated	23 October 2025

Purpose of Job:

Whilst the post is primarily based in the Employee Relations team, the post holder will need to be able to fulfil the full breadth of this role to help ensure cross-functional resilience and allow for professional development and a collaborative approach.

Generalist HR Advice

Provide advice and guidance and practical support to the team, employees and managers across a range of people issues, including supporting with lower level casework.

Conduct initial reviews and approval of People Impact Assessments, flagging any HR concerns and escalating to the relevant Lead as needed.

Supporting the Family Leave process by issuing letters in relation to Maternity and Paternity/Maternity Support Leave, running calculations and notifying relevant departments. Co-ordinating and supporting the Professional Standards Board.

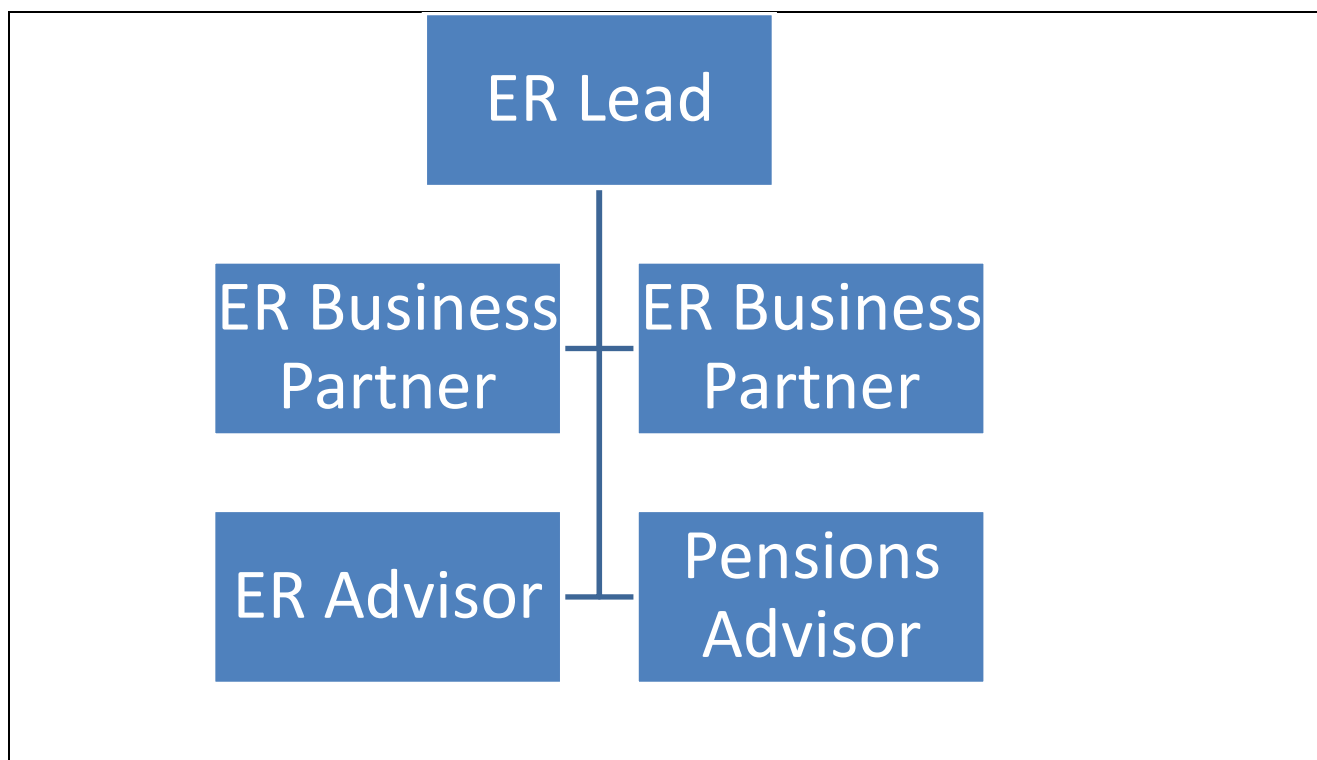
Occupational Health & Welfare Support

Provide practical and administrative support to the HR Business Partner in relation to attendance management, including monitoring long term sickness and modified duties cases. Provide advice on the support available including counselling and welfare provisions. Work with colleagues to ensure appropriate support is implemented and reviewed.

Recruitment & Promotions

Provide support to recruitment, selection and promotion exercises as needed, including shortlisting and interview stages and support the administration of Secondary Contracts as needed.

Structure Chart:



Responsibilities and Duties:

1.	Occupational health & welfare • Provide ER advice and support the ER Business Partner, employees and line managers in relation to the Supporting Attendance and modified duties policies, processes and toolkits including running reports, reviewing data and drafting appropriate letters. • Arrange occupational health referrals and signpost to appropriate welfare support such as external health partnerships (currently Westfield Health), counselling sessions or other specialist input. • Obtain updates from employees and line managers, sharing OH reports with line managers. • Update and provide content for the relevant toolkits/intranet pages as needed, ensuring this is communicated across the function and to managers. • Arrange and attend case conferences for those who are long term absent/modified duties in support of the relevant manager, ER Business Partner and Wellbeing & Fitness Lead. Ensure agreed actions are undertaken, which may include repeat OH referrals, arranging reasonable adjustments or instigating an attendance, capability or Ill Health Retirement process with the relevant lead.
2.	Generalist HR advice • Provide advice and practical support to employees and line managers on a wide range of HR issues including performance management, retirements, disciplinary and grievance cases. Ensure appropriate administrative actions are taken in accordance with agreed policies and processes. • Advise managers and employees to ensure compliance with ER policies and support with lower-level casework e.g. Level 1 disciplinary or grievance processes. • Maintain, monitor and co-ordinate the schedule of ER policy and toolkit reviews, flagging any due for review to the People Services Policy Working Group. Support policy consultation by collating responses, ensuring points are addressed by the policy lead.

	• Support the Professional Standards Board by co-ordinating meetings, capturing decisions, circulating documents and agenda in advance of meetings and following up on progress with the relevant ER Business Partner. • Support the team and relevant leads with preparations for any legal cases and Employment Tribunals. • To review and approve People Impact Assessments, flagging any ER concerns and escalating to the relevant Lead as needed. • Supporting the Family Leave process by issuing letters in relation to Maternity and Paternity/Maternity Support Leave, running calculations and notifying relevant departments. • Support with wider communication, training and development strategies as needed – this might include facilitating ER drop-in clinics, delivering update/signposting sessions to watches and teams or developing key messages/updates for e-learning or communications.
3.	Recruitment, Promotions • Provide support for large-scale recruitment campaigns for Wholetime and On-Call Firefighters. • Participate in recruitment and promotion selection panels as the ER representative, as required.
4.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.
Special Notes or Conditions:	
1.	AF&RS requires all staff and leaders to promote equality and diversity by: • ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination; • treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
2.	This role is based at Police & Fire HQ in Portishead. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.
3.	If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
4.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.
5.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
6.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
7.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
8.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be

	considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
9.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
10.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.
11.	Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.

Avon Fire & Rescue Service NFCC Core Code of Ethics

We are in the process of embedding the principles of the [Core Code of Ethics](#), on joining the service you will be involved in co-creating what these principles mean to us.

- Putting our communities first
- Integrity
- Dignity and Respect
- Leadership
- Equality, diversity, and inclusion (EDI)

Signed confirmation that this Job Description accurately reflects the requirements of the job:

Job Holder's Manager

Date

Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of AF&RS Values and NFCC Code of Ethics:

Job Holder

Date

See following page for Person Specification

Person Specification				
Job Title	ER Advisor			
Post Number	3413, 3413-T			
Grade	HAY 7			
Qualifications, knowledge, experience, skills and personal attributes required for the job:				
	E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview		
		A	T	I
Qualifications/Knowledge				
Hold or willing to work towards a relevant Level 3 HR qualification.	D	X		X
Sound knowledge and understanding of employment law and best practice in relation to key HR issues (attendance, performance, discipline, grievance)	E	X		X
Experience				
Significant generalist HR experience.	E	X		X
Previous experience of supporting staff and managers with attendance and welfare including signposting to suitable support.	E	X		X
Previous experience of undertaking recruitment processes, including interviewing and providing feedback.	E	X		X
Skills				
Excellent verbal and written communications skills.	E	X		X
Excellent organisational skills and ability to prioritise workload. Able to work with competing demands, using own initiative and an efficient, methodical approach.	E	X		X
Able to conduct research to ensure compliance with legislation and best practice.	E	X		X
Able to drive with a full current valid driving licence, or ability to arrange suitable alternative transport to travel to various work locations.	E	X		
Personal Attributes				
Willingness to accept and work to the NFCC Core Code of Ethics during the course of employment.	E	X		X
Adaptable with a flexible approach to work, to meet business needs.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X

Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X