



# PEOPLE PARTNER RECRUITMENT PACK



**CAMBRIDGESHIRE  
FIRE & RESCUE SERVICE**

*Working together to improve community safety*



# ABOUT

## Why work for Cambridgeshire Fire and Rescue Service (CFRS)?

**Thank you for your interest in the above vacancy.**

Please ensure you read all documents within this pack to provide you with a good understanding of the role and the Service.

To apply for this opportunity please complete this [EDI Form](#) and send your CV and Covering Letter detailing your suitability for the role in line with the person specification to [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk)

### **We promote the right values and an inclusive culture by:**

ensuring fairness, promoting diversity and developing colleagues to achieve their potential

- being Disability Confident employer
- providing health and well-being support
- offering flexible, agile hybrid working
- having Inclusion ambassadors, a network and working groups for protected characteristics
- supporting anyone going through or affected by the menopause.

### **Our Offer:**

Employee Assistance Programme

- Access to Health Cash Plan
- A competitive pension scheme
- Access to Blue Light Discount at 100s of stores & events
- Access to Health Shield Perks Discounts
- Family friendly policies – including flexible working
- Great Learning & Development Opportunities
- 28 days annual leave each year plus bank holidays, increasing with long service
- Parking (site specific)
- Flexible, agile, hybrid working

To find out more about working for us please click here: [Cambsfire.gov.uk](https://www.cambsfire.gov.uk)





# ABOUT

## A Message from the Chief Fire Officer

Thank you for considering a role with Cambridgeshire Fire and Rescue Service.

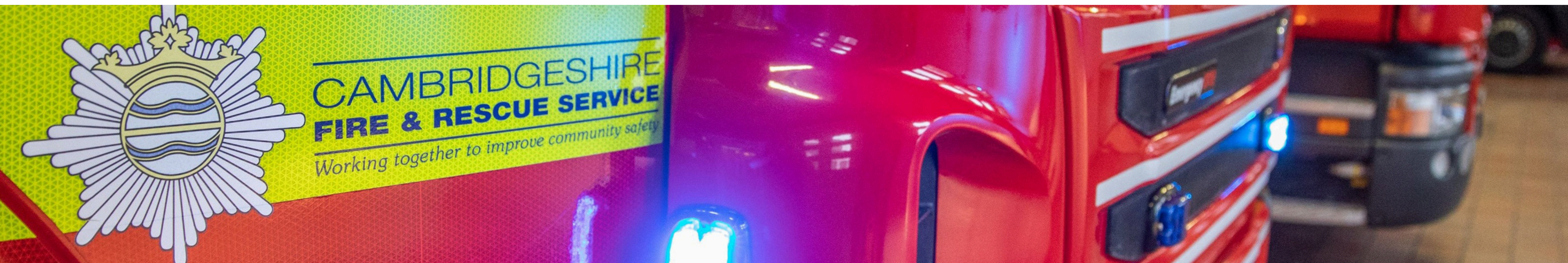
At CFRS, our purpose is simple and meaningful: to protect, prevent, and respond. Whether you're working on the frontline or in a professional support role, this shared mission connects every member of our team. It's what drives us to keep communities safe, reduce risk, and be there when it matters most.

Being part of CFRS, regardless of the role you play, is more than responding to emergencies. It's about making a difference every day, being part of something bigger and contributing to a Service that people trust and value.

We're proud of the culture we've built. In our most recent engagement survey, 88% of our people said they're proud to work for CFRS, and 84% agreed that everyone is welcome. Our teams describe the organisation as welcoming, supportive, and inclusive and we work hard to make that a reality, every day, for everyone.

People join CFRS for different reasons - whether it's a desire to help others, give back to the community, develop new skills, or be part of a close-knit team. Whatever your motivation, you'll find a place here where your contribution matters and where you're supported to grow and thrive.

If you share our commitment to protecting people, preventing harm, and responding with care and professionalism, we'd be proud to have you as part of our team.





# ABOUT The Role



**Salary:**  
**£39,545 - £44,117 pa (pro  
rata for part time hours)**

**Working Pattern:**  
**30 - 37 hours per week**

**Contract:**  
**Permanent**

**Reports to:**  
**People Manager**

**Responsible for:**  
**May hold line management  
responsibility for People  
Group Assistant**

## Job Purpose

To work with the People Manager and wider People Group to deliver a professional, high quality, value adding and people focussed service to leaders at an operational level.

Within a designated area of the Service, the role will develop strong professional relationships and partner with managers to help achieve the Service's cultural ambition, vision and values.

## Key Responsibilities

Professional people consultancy, advice and support :

- To partner with managers in a designated area to coach, support and advise them to make the best possible people decisions.
- To be visible and proactive in building effective and credible working relationships with managers, employees representative bodies and external agencies where relevant to ensure effective people leadership in designated area.

Building people leadership capability :

- To coach and influence managers from a people perspective, developing their people management and leadership skills, and constructively challenging behaviours/actions where needed.
- Work in collaboration with colleagues from the wider People Group and other stakeholders as appropriate to help develop and deliver creative, proactive and practical solutions to people challenges and to improve leadership competence, and supporting personal development and succession planning as required.
- Contribute to the design and delivery of people skills training as required.
- Lead on assigned projects to deliver within agreed timescales and to appropriate quality (Including restructures and managing change) and influence and embed the roll-out of new initiatives within assigned area.



# ABOUT The Role



## Key Responsibilities continued

### Continuous Improvement Focus:

- To support the People Manager in establishing and maintaining clear channels of communication with and between managers, the People Group, employees and representative bodies across the Service.
- To be an active member of the team and Group, contributing to the continual improvement in the provision of good people practice within the organisation, by suggesting and implementing changes to working practices in order to improve customer service and team / group efficiency.
- Engage in promoting and 'living' the Values and Behaviours of the Service, acting as a cultural role-model.

### Leadership of People Group Assistant (where assigned) :

- Coach and develop direct report to help them contribute and develop both professionally and personally in order to achieve their full potential
- Provide effective management of the People Group Assistant, through the appropriate allocation of work, setting of objectives and the rounded reviewing of performance.
- Ensure the People Manager is kept appropriately advised of overall performance and workload of the People Group Assistants, and any key live issues.

### 5. Employee relations:

- To autonomously manage assigned employment relations cases (these may come from across the whole of the Service), advising managers on issues in line with Service policy and procedure and legislation (including performance management, grievance and disciplinary).
- Escalate highly complex cases to the People Manager and support with the development of plans to mitigate any risks.
- Interpret, advise and coach Service managers to understand and consider the interpretation and application of terms and conditions of service, employment law and HR policy & procedure.
- Provide expert advice and work in conjunction with managers to ensure appropriate attendance and sickness absence issues are managed with support from Occupational Health, other stakeholders and advisors as required.



# ABOUT The Role



## Key Responsibilities continued

### Policies and Procedures:

- To maintain an awareness of new and emerging employment legislation issues and provide advice to line managers on the implications for the Service to ensure that the Service can respond proactively in meeting its statutory obligations, and also meet the business needs of the organisation.
- Lead on or contribute to specific Policy and Procedure reviews as assigned, working with stakeholders to develop policy and procedure fit for purpose and aligned to cultural tone, ensuring that appropriate consultation takes place with representative bodies and wider stakeholders.

### 7. Audit and Reporting:

- Understand and interpret workforce information within the assigned area to help develop and continuously improve people plans and practice.
- To support the People Manager in the collation and analysis of accurate data within prescribed timescales covering all aspects of people information and provide regular and ad hoc reports as required, facilitating decision making processes.



# ABOUT The Role



## Key Responsibilities continued

### CORPORATE ACCOUNTABILITIES (applicable to all personnel)

#### Equality, Diversity and Inclusion & Safeguarding

- Support and promote the Service's statement, policies and procedures on Safeguarding, Equality and Inclusion in employment and service delivery.

#### Health, Safety and Risk

- Ensure that health, safety and risk issues are factored into all areas of activity
- Support and promote the Service’s Health and Safety policies and procedures to maintain a safe and healthy working environment.

#### Personal Development

- Responsible for updating own practices and professional knowledge.
- Undertaking personal development activities as agreed with line manager.

#### General

- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

### OTHER GENERAL REQUIREMENTS OF THE JOB

#### CPD

- The post holder must be willing to continuously develop their professional knowledge, experience and understanding.

#### TRAVEL

- Travelling across the county may be required to facilitate the effective delivery of the role and to participate in meetings etc.



# Person Specification

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
QUALIFICATIONS/ EDUCATION	CIPD qualification at Level 5 or actively working towards. Or demonstrable equivalent experience.	X		Application
	Strong commitment to continuing professional development, demonstrated by evidence of ongoing personal learning and development.		X	Application & Selection Process
KNOWLEDGE/ EXPERIENCE	Knowledge and experience of generalist people/HR practice and its contribution to organisational success.		X	Application & Selection Process
	Knowledge and understanding of current and emerging employment law and best practice and experience of giving advice and guidance on employment legislation to managers at all levels.		X	Selection Process
	Ability to liaise professionally with people of all levels and across all sections of the organisation, and develop constructive and credible working relationships with all employee groups, managers and representative bodies.		X	Application & Selection Process



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ence in the very of	COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
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KNOWLEDGE AND EXPERIENCE		Experience of working on projects eg. restructures or managing change, with a focus on delivering identified work streams on time and to quality requirements.		X	Application and Selection Process
		Understanding and knowledge of the key issues facing CFRS and the wider public sector.		X	Selection Process
		Experience of developing and updating HR policies and procedures.		X	Application and Selection Process
		Experience in the delivery of learning and development programmes.		X	Application and Selection Process
		Experience of working in a complex organisation.		X	Application and Selection Process

Experience in the very of		COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
Experience of working in a						
KNOWLEDGE AND EXPERIENCE	Experience of autonomously dealing with complex employee relations issues including grievance and discipline, and of dealing with sickness management issues (both short and long term).				X	Application and Selection Process
	Experience of working collaboratively with trade unions building trust, mediating and negotiating to reach agreed outcomes.				X	Selection Process
SKILLS	Able to consult with, coach & advise managers and employees on people related issues and to engage the appropriate internal or external resources in order to resolve problems or answer questions.				X	Selection Process
	Strong interpersonal skills, with the ability to quickly build effective and credible working relationships				X	Selection Process
	Excellent oral and written communicator, able to present and explain complex issues verbally and in writing. Able to adapt communication style to the needs of the audience, and checks for understanding of message.				X	Application and Selection Process



COMPETENCIES		CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
SKILLS		Able to prioritise varying demands and manage time effectively. Can plan, prioritise and meet deadlines. Able to adapt and respond to change / conflicting priorities.		X	Selection Process
		Demonstrates active commitment to the principles of equality and inclusion.		X	Selection Process
		Excellent IT skills with the ability to use Microsoft Excel, Word and PowerPoint to prepare well-presented documents.		X	Application and Selection Process
		Experience of working with HR/Payroll information systems or other similar database systems.		X	Application and Selection Process
		Ability to deal with confidential information and to discuss sensitive issues confidently.		X	Selection Process

ence in the very of	COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
erience of king in a					
MOTIVATION/ DISPOSITION		Can do approach, with an ability to work on own initiative. Able to “hit the ground running” and identify key working relationships and ways of working quickly. Support will be provided but the successful candidate will be very much a self-starter.		X	Selection Process
		Self-motivated and enthusiastic towards HR/people practice, as well as commitment and a positive approach to work.		X	Selection Process
		Customer focussed and driven by fulfilment in reaching high standards and genuinely supporting the organisation to achieve its objectives – takes personal responsibility.		X	Selection Process
		Ability to work as an individual and as a team member.		X	Application and Selection Process
		Enthusiastic, flexible and motivates whilst working towards the goals of the organisation.		X	Selection Process



# Person Specification



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
GENERAL	Ability to act as a role model of the Service’s Values, consistently demonstrating the behaviours and cultural attitude that the Service seeks to embed.	X		Application and Selection Process
	Full, clean and current driving licence*	X		Selection Process
	Successful applicants will be required to complete a standard or enhanced Disclosure and Barring Service (DBS) check as part of the pre-employment checks	X		Onboarding Stage

\*Reasonable adjustment will be made for those candidates who may have a disability under the Equality Act 2010. However, it is essential that the successful candidate can travel to any part of the county when required

# Our Terms and Conditions



## Terms & Conditions

The salary scale and conditions of service are determined by collective agreements covering Local Government employees made at the National Joint Council, Eastern Provincial Council and locally between this Authority and the recognised unions, and as supplemented by the decisions of the Authority.

## Location

The successful applicant will be based at Huntingdon but will be required to travel to other sites in Cambridgeshire and out of County.

We offer an agile working pattern where you can work remotely subject to you being available to work from other Cambridgeshire Fire & Rescue Service locations around Cambridgeshire and from home.

## Salary

£39,545 - £44,117 pa (pro rata for part time hours)  
Payment is normally made 7 days before the last working day of the month by BACS transfer to your bank or building society account.

## Type of Contract

Permanent

## Hours

30 - 37 hours per week  
A flexible approach can be taken when making local agreements around working hours. This will be agreed with the line manager.

## Probation Period

There is usually a probationary period of six month

## Offer Subject to

- Completion of Medical Questionnaire/Medical Examination.
- Receipt of references satisfactory to the Authority.
- Evidence of right to work in the UK (including Settled Status or Pre-Settled Status for most EU citizens)
- Requirement to complete a standard or enhanced Disclosure and Barring Service (DBS) check

## Duties

The enclosed job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet with changing circumstances. You may on occasion be required to undertake work outside of your normal duties to meet the needs of the Service.



# Our Terms and Conditions cont.



## Pension

Membership of the Local Government Pension Scheme, this is funded by contributions both from you and the Fire Authority. Your contribution is dependent upon salary and will be between 5.5% and 7.5% of your salary. Transfer of contributions from previous employment is possible under certain circumstances. You will receive an explanatory booklet if appointed

## Annual Leave

The annual leave year runs from 1 April to 31 March. The leave entitlement for full time staff is 28 days per annum; annual leave for part-time staff is given on a pro-rata basis. If you are new to local government your entitlement in your first year will be calculated on a pro rata basis. After five years Local Government Service you will be entitled to five extra days' annual leave. After 10- and 15-years' service in this Service you will receive an extra 1 day of annual leave, giving a maximum of 30 days. In addition, you will receive paid leave on eight public holidays if you normally work on that day (pro-rata for part-time employees).

**Other leave:** Special leave arrangements exist covering bereavement, nursing sick relatives, adoption, paternity, maternity and parental leave, and jury service. Subject to operational requirements special leave arrangements also exist covering certain public duties, e.g. magistrate, school governor, etc.

## Sickness

The Authority operates a nationally agreed scheme, which provides for varying periods of sickness absence on full pay followed by half pay, according to the length of recognised continuous Local Government service. There is a minimum of one month on full pay and one month on half pay, rising to a maximum of six months on full pay and six months on half pay after five years' service.

## Training & Development

Training and Development has a high priority in the Authority. It is seen as a continuous process and you will be encouraged to develop relevant skills. You may be offered financial or other assistance where appropriate and subject to affordability

## Equal Opportunities

The Fire Authority is committed to providing equality of opportunity in employment and service provision.

# Our Terms and Conditions cont.



## Additional Benefits

- Employee Assistance Programme
- Access to Health Cash Plan
- A competitive pension scheme
- Access to Blue Light Discount at 100s of stores & events
- Access to Health Shield Perks Discounts
- Great Learning & Development Opportunities
- 28 days annual leave each year plus bank holidays, increasing with long service
- Parking (site specific)
- Flexible, agile, hybrid working

## Legal Right to work in the UK

Asylum and Immigration legislation requires all employers to obtain proof that prospective employees have a legal right to work in the United Kingdom. You will therefore be asked for a National Insurance number and documentary evidence such as a valid passport or other identity documents.

## Other Employment

You must notify the Authority if you hold or take up other employment, to meet the requirements of the Working Time Regulations, and must limit your working hours over all employment to 48 hours per week on average.

## Safeguarding

Cambridgeshire Fire and Rescue is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment. It is our policy to require all applicants for employment to disclose if you are currently being investigated by any regulatory body or have any decisions or sanctions pending or in progress in respect of your suitability to work for the Service.

You agree to inform the Service within 24 hours if you are subsequently investigated by any agency or organisation in relation to concerns about your behaviour towards children, young people, or vulnerable adults. The information you provide will be treated as strictly confidential and will be considered only in relation to the appointment for which you are applying.



# ABOUT

## Cambridgeshire Fire and Rescue Service

Cambridgeshire Fire and Rescue Service are keen to encourage applications from all parts of the community, and to ensure this is happening we need to monitor information that some may regard as personal and sensitive. This information will be held in confidence and used only for statistical monitoring purposes. It will not be used in any part of the selection process. Please complete this EDI Form. Please be assured that this will be separated from your application form before the selection process begins.

It is our policy to ensure, whenever possible, that the recruitment process is adapted to suit the needs of applicants who have a disability or impairment that you believe may give you rights under the Equality Act. The following conditions are given as examples: learning disabilities, dyslexia, some sight or hearing loss, diabetes, epilepsy and multiple sclerosis. Reasonable adjustment will be made for those candidates who believe that they may have an impairment or disability under the Equality Act 2010. Please inform us of any adjustment you require so that we can ensure that we have made appropriate arrangements for you during the selection process, Please do not hesitate to contact Recruitment on 01480 444500 or email [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk) if you have any queries.

Please also note that we hold the "Disability Confident" employer status, this means that we guarantee to interview all applicants who have rights under the Equality Act 2010 and who meet the essential criteria for the post. However, it is desirable that the successful candidate can travel to any part of the county as required.

In the meantime, if you have any queries, please do not hesitate to contact Recruitment on 01480 444500 or [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk)





# ABOUT

## Cambridgeshire and Peterborough

### **Economy: Where Innovation Meets Opportunity**

Cambridgeshire and Peterborough boast a thriving economy with robust GDP growth of 2.7% (as of 2022) and a vibrant ecosystem of tech enterprises, research institutions, and startups.

The county is home to the Cambridge Cluster, with a large number of high tech businesses focused on software, electronics, and biotechnology. The average income, consistently above the national average, reflects the rewarding nature of the professional landscape across the county.

### **Lifestyle: Where Tradition Meets Modernity**

Cambridgeshire and Peterborough offer a rich tapestry of cultural experiences, picturesque landscapes, and recreational activities. Immerse yourself in the world-renowned Universities of Cambridge, where centuries of academic excellence unfold against the backdrop of iconic spires and cobblestone streets.

Explore the serenity of the Fens, where nature beckons with its tranquil waterways and lush green expanses. From vibrant market towns to the historic Peterborough Cathedral, each corner of the county resonates with a sense of community and heritage.

### **Communities: Where Diversity Flourishes**

According to the latest census data, the region exhibits not only economic prosperity but also a rich mosaic of ethnicities and cultures. The population growth, outpacing the national average, underscores the attractiveness of this region. In Peterborough, for instance, the census reveals a population with roots in over 100 different countries, contributing to a dynamic cultural landscape.

Whether you're drawn to the cosmopolitan vibrancy of Cambridge or the welcoming warmth of smaller, rural towns, it's about being part of a dynamic, forward-thinking community that values progress, heritage, and the shared tapestry of diverse lives.







# Our Vision

**Our vision** is for safe communities where there are no preventable deaths or injuries from fire or other emergencies. Put simply, this means we will strive to reduce risk and save lives.



To succeed in this, we need to achieve **community safety** and **operational excellence** in the most cost-effective way, putting **people** at the centre of everything we do.

<div> People</div> <div><p>We have a culture that embodies our values and expected behaviours.</p><p>We listen and engage with our people, communities and our partners to improve what we do.</p><p>We develop our people and encourage them to reach their potential.</p><p>We continually improve the service we deliver.</p></div>	<div> Community Safety Excellence</div> <div><p>We understand and target the risk in our communities.</p><p>We are inclusive in our approach and tailor our services to meet the needs of our diverse communities.</p><p>We work with partner agencies in a targeted, proactive and effective manner and are perceived as a key contributor to community safety.</p><p>We have a high level of success in our community safety activities and evaluate our impact.</p></div>
<div> Operational Excellence</div> <div><p>We have competent, confident and skilled people.</p><p>We have the right skills, equipment and resources in the right places.</p><p>We have a learning culture looking to continually improve what we do and how we do it.</p></div>	<div> Value for Money</div> <div><p>We actively seek collaborations.</p><p>We evaluate the impact of working practices to strive for efficiency, effectiveness and sustainability.</p><p>We continuously monitor how we are performing, sharing what we do and taking best practice from others.</p></div>

# Our Values and Behaviours



 Welcoming	 Respectful	 Professional
I am welcoming and inclusive.	I treat everyone with dignity and respect.	I always act with integrity and am accountable for my behaviour, actions and words.
I consider and support my colleagues' wellbeing.	I embrace diversity and difference.	I communicate clearly and listen attentively.
I appropriately address language and behaviours that are not in line with our values.	I am mindful of my impact on others.	I am open and receptive to feedback.





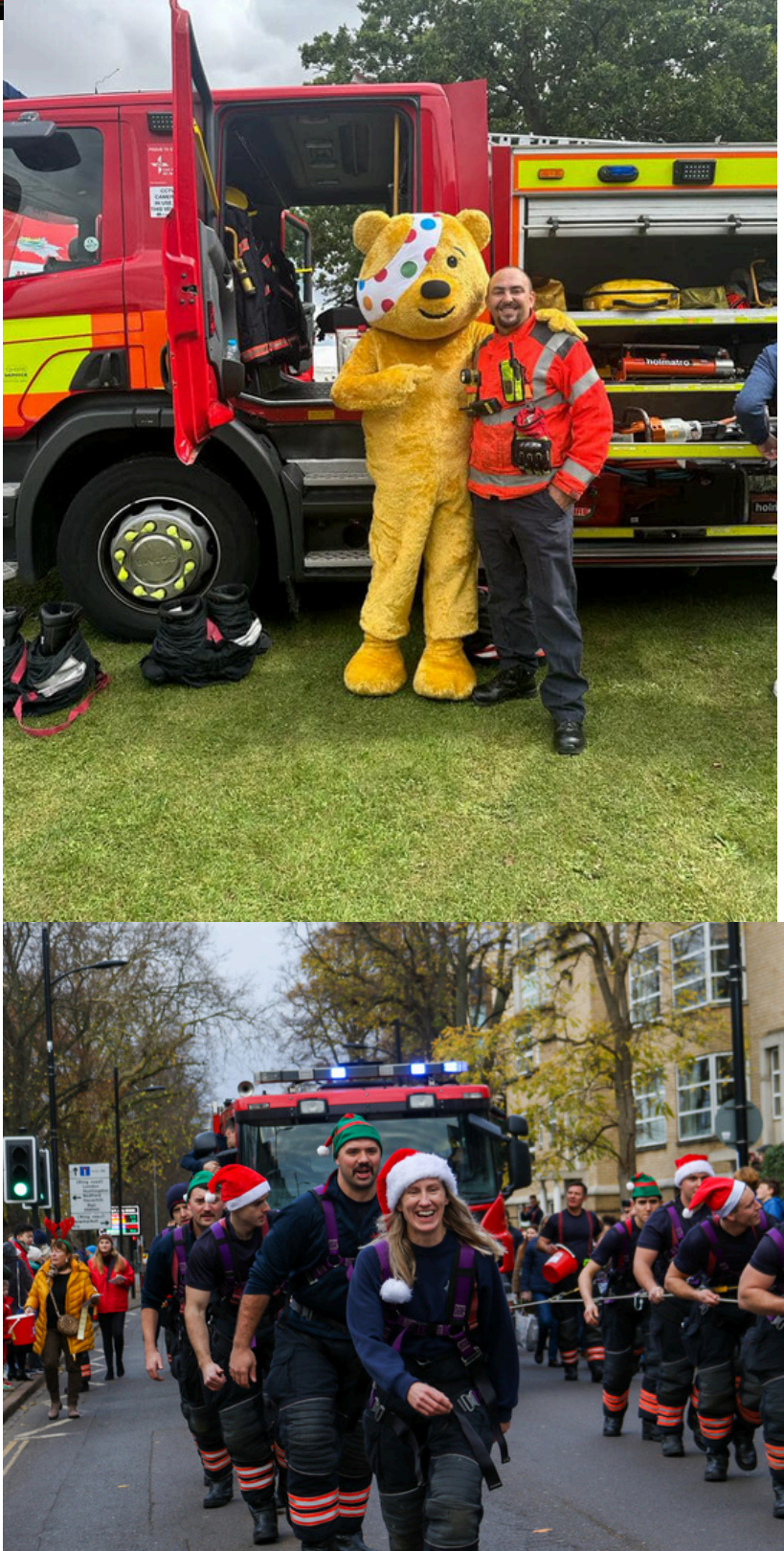
We are committed to creating a workplace where everyone feels welcome, respected and are treated with dignity. We recognise that the work involved in improving culture is a continuous journey, however the results from our 2022 employee engagement survey confirmed our belief that CFRS has a good culture.

We know we cannot be complacent though; the HMICFRS Culture Spotlight report and other events in the media show us that it is essential this continues to be a priority.

We use engagement and culture surveys, commissioned with external organisations to ensure it is unbiased, to help us understand how our people feel about working for the Service. We measure our culture through these surveys and other listening channels and metrics.

Our recent survey showed that we had improved employee engagement and that colleagues were proud to work for CFRS. It also showed us further areas that we could improve on, for example improving our system for recording training, facilitating more opportunities for colleagues across different areas of the Service to engage with each other and showing greater transparency with recruitment processes.

We will look at these, along with the recommendations from HMICFRS and NFCC, to continue to maintain and improve our positive and inclusive organisational culture - which are all essential elements of the Area Commanders role.





# How to Apply



Thank you for your interest in this vacancy.

Please ensure you have read all documents within this pack to provide you with a good understanding of the role and the Service.

To apply for this opportunity please complete this [EDI Form](#) and send your CV and Covering Letter, detailing your suitability for the role in line with the person specification, to [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk)

In the meantime, if you have any queries, please do not hesitate to contact Recruitment on 01480 444500 or [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk)



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**FIRE & RESCUE SERVICE**

*Working together to improve community safety*