

WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

POST TITLE:	Employee Relations Investigator
GRADE:	6
RESPONSIBLE TO:	Head of Human Resources
RESPONSIBLE FOR:	N/A
PURPOSE OF POST:	Responsible for planning and conducting investigations into grievances and disciplinary allegations, including making findings, drafting reports.

MAIN DUTIES AND RESPONSIBILITIES

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, actively listening, questioning, and probing, as well as taking notes.
3. Prepare comprehensive investigation case files, including recommendations, any mitigating circumstances and policy/legal implications, following best practice and using your own judgement.
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.
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 options for corrective action and broader organisational changes
8. Effectively interacting and communicating with individuals involved in the matter being investigated, managers trade unions and the HR staff that support those individuals during the investigation and post-investigation processes.

9. Preparing executive summaries and providing appropriate updates about investigations to HR Leadership team.

10. Supporting and promoting continuous improvements to our investigation processes

11. Analyse key D&G metrics and report

Second area:

1. To provide assistance with general HR work as and when required.

2. To Implement and promote the authority's:

- a. Health and Safety policy
- b. Equality and Diversity policies
- c. Data Quality policy
- d. Protective Security policy

3. Undertake any other duties commensurate with the grade of the post as directed by your manager.

PERSON SPECIFICATION

	Experience	Essential/ Desirable	Source
1	Proven experience of managing full investigation caseloads end-to-end, including background research, investigation interviews, report compilation and case presentation	Essential	Application & Interview
2	The ability to build positive working relationships with partners	Essential	Application
3	Some understanding of ER processes and basic employment legislation	Desirable	Application

	Education and Training	Essential/ Desirable	Source
4	Educated to degree level in a relevant discipline	Essential	Application
5	Member of the Chartered Institute of Personnel and Development	Desirable	Application & Interview

	Special Knowledge and Skills	Essential/ Desirable	Source
6	Excellent attention to detail and strong written and verbal communication skills	Essential	Interview
7	Strong organisational and prioritisation skills and the ability to balance multiple cases at the same time	Essential	Interview
8	Critical analysis and ability to distil issues from complex investigative reports	Essential	Interview
9	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
10	The ability to analyse information collected and reached timely unbiased conclusions and findings. Effectively assess witness credibility	Essential	Application and interview
11	Generate professional, well-drafted investigation records, plans and reports	Essential	Application & Interview
12	Demonstrate commitment to and understanding of Equality & Diversity	Essential	Application & Interview
13	Maintain confidentiality and sensitivity to all issues	Essential	Application & Interview
14	To hold and maintain a current full valid driving licence	Essential	Application

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