Recruitment Information Pack

SCOTTISH FIRE AND RESCUE SERVICE
Working together for a safer Scotland

Lead People Adviser – Employee Relations Team

Supporting fair and consistent people management across Scotland's national fire and rescue service

VACANCY REF: **SFRS02860** **CLOSING DATE:** **11 December 2026**

At a glance	What this means for you
Purpose and Impact	Join our Employee Relations team as a Lead People Adviser, providing professional leadership, supporting complex employee relations casework and helping to develop a proactive, high-quality advisory service.
Competitive reward	Grade 7, Salary range £52,540 - £55,198.
Excellent pension	An opportunity to join the Local Government Pension Scheme.
Generous leave	28 days' annual leave, rising to 34 days after 5 years' service. 6 fixed public holidays and ability to purchase up to 5 extra days' leave each year.
Flexibility	Work location and working arrangements: Flexible across Scotland with hybrid working arrangements. Access to family friendly policies that promote work-life balance. The role requires the ability to travel across SFRS.
Savings and discounts	Access to employee benefit schemes, including discounts and salary sacrifice options, where available.

Why join the Scottish Fire and Rescue Service?

Thank you for your interest in the **Lead People Adviser (Employee Relations)** role with the Scottish Fire and Rescue Service.

We are one of the largest fire and rescue services in the world. We are also a national public sector organisation in Scotland.

SFRS has a proud history of serving communities. We work with our partners to keep people safe and deliver our mission: "*Working Together for a Safer Scotland*."

Our priorities are set out in the Scottish Fire and Rescue Framework 2022. They support the Scottish Government's aim for a modern, skilled and flexible fire and rescue service.

Our Employee Relations team sits within the People Function and supports managers and employees with professional, practical advice that promotes fair and consistent people management. You will join the People team at a time of significant transformation, helping to embed the Service's People Plan and deliver the Service's strategic priorities.

SFRS offers an opportunity to make a meaningful contribution to Scotland's communities. You will join our Employee Relations team, working in partnership to deliver a proactive, high-quality advisory service.



The Role



The Lead People Adviser supports the development and delivery of an effective, professional People advisory service. This vacancy is within Employee Relations, with a focus on complex casework, professional leadership and continuous improvement.

Reporting to the Employee Relations People Manager, you will provide professional leadership and day-to-day direction to colleagues, alongside managing a portfolio of complex absence, discipline, grievance and capability casework.

You will work closely with managers, employees, trade union representatives and People colleagues to support fair, timely and proportionate approaches to employment matters, in line with legislation, SFRS policies and terms and conditions.

You will bring experience in a similar People/HR generalist or business partnering role, sound judgement and the ability to translate employment legislation and policy into practical guidance. You will help develop colleagues, build managers' confidence and use evidence to improve practice.

You will lead People projects and change initiatives and deputise for the People Manager as required.

You must be able to travel across SFRS. A driving licence is not essential if you can meet this requirement by other means.

Key Responsibilities

- Support the People Manager to develop and deliver a responsive Employee Relations service, leading and developing advisers, assistants and administrative colleagues, prioritising workloads and maintaining consistent standards.

- Manage complex absence, discipline, grievance and capability casework, providing accurate and timely advice on employment matters, policies and terms and conditions, including at associated meetings.

- Develop, review and implement People policies, procedures, guidance and systems that reflect legislation and best practice; develop and deliver induction and targeted people management training.

- Use casework data, feedback, benchmarking and employment developments to identify themes and risks, prepare management information and reports, and make recommendations to inform decisions and continuous improvement.

- Build constructive working relationships with managers, employees, trade union representatives, People colleagues and relevant external bodies, maintaining confidentiality and promoting fair and inclusive practice.

- Lead People projects, matrix teams and change initiatives; contribute to operating, directorate, team and project plans and monitor and report on progress.

- Support wider People priorities as required, including workforce and resourcing activity, engagement events and culture change.

- Operate within the SFRS governance framework, represent the People Function at committees, working groups and management meetings, and deputise for the People Manager as required.

Essential Criteria

- Degree-level qualification, or equivalent knowledge gained through relevant experience in the working environment.
- Associate Diploma in People Management, Organisational Learning and Development, or an equivalent qualification relevant to the role.
- Associate membership of CIPD or an equivalent relevant professional body, or relevant continuing professional development demonstrating the ability to achieve this.
- Previous experience in a similar role, including experience as a People generalist or business partner.
- Effective communication skills and the ability to influence a range of stakeholders.
- Knowledge of current and emerging legislation relevant to employment matters.
- Experience of developing and implementing People policies and procedures.
- Proficiency in Microsoft Office packages.
- Experience of gathering and analysing data and information and preparing reports.
- Ability to work on your own initiative and exercise judgement to inform decision-making.
- Commitment to continuing professional development.
- A driving licence, or the ability to travel across SFRS by other means.
- Flexibility to support a range of People activities.

Desirable Criteria

- Advanced Diploma in Strategic People Management or Strategic Learning and Development.
- Chartered Membership of CIPD.
- Awareness of the role of SFRS and how it can add value.
- Experience of providing workforce metrics and analysis reports.
- Experience of leading and managing projects and teams.
- Experience of working in a changing environment and experience of operating in a unionised environment.

Personal Qualities and Attributes

The role requires commitment to diversity and integrity, including confidentiality; openness to change; confidence and resilience; effective working with others; effective communication; commitment to development; problem solving; commitment to excellence; and planning and implementing. You will be expected to lead and motivate others, make practical decisions and prioritise work in line with organisational objectives.

Terms & Conditions

Job Status and Location

This is a full time permanent contract.
Work location is flexible across Scotland and hybrid working is in place.
The role requires the ability to travel across SFRS; a driving licence is not essential if this can be achieved by other means.

Hours of Work

The standard working week is 35 hours, Monday to Friday
Flexi-time arrangements.

Pay

Your salary will be paid monthly to your bank account. Pay day is the second last day of each month. If this falls at a weekend, we pay you on the Friday.

Pay awards are normally made in April each year.

Probationary Period

Your appointment will include a 4-month probationary period. During this time, we will review your performance, conduct and attendance and you will have the opportunity to demonstrate your suitability for the role.

Pension

This post is pensionable. When you start, we will enrol you in the Local Government Pension Scheme (LGPS).
The Strathclyde Pension Fund runs the scheme.

Annual Leave and Public Holidays

Full-time employees get 28 days' annual leave. This rises to 34 days after 5 years' continuous service. The extra leave starts in the leave year after you complete 5 years' service.

You can also ask to buy up to 5 extra days' leave each year through our annual leave purchase scheme.

SFRS has 6 fixed public holidays.

Benefits

You will have access to benefits that support your health, wellbeing and work-life balance. These include Group Life Assurance (contributory) and access to health and wellbeing services, support and advice, alongside:

- policies that support work-life balance, including maternity and paternity leave
- an employee benefits programme with savings and discounts
- access to the Fire Fighters Charity and the SFRS Family Support Trust

The Selection Process

Online Application

Please submit a fully completed application form by **11 December 2026**, setting out how you meet the criteria for the Lead People Adviser (Employee Relations) role. SFRS does not accept CVs. Vacancy reference:

If you have any questions or would like to arrange an informal discussion about the role, please email the People Services Resourcing Team at SFRS.PODVacancies@firescotland.gov.uk.

Shortlisting & Interview

Your application will be considered against the criteria in the job description. If shortlisted, you will be invited to interview to discuss your relevant experience, knowledge, skills and the personal qualities and attributes required for the role. Interview dates are scheduled for **18 and 21 December 2026** and any additional assessment arrangements will be confirmed to the candidate at invite stage.

Offer

Any offer will be conditional. It will depend on the pre-employment checks listed below. If a check is not satisfactory, we may withdraw the offer. We may also pause the process while reviewing the circumstances.

Right to Work in the UK
Under the Immigration, Asylum and Nationality Act 2006, all candidates must be able to live and work in the UK. We will ask for evidence and check it.

Medical
You will complete a pre-employment medical questionnaire. Heales Medical will review it.

References
You will need to give details for two referees. They should have known you for at least 12 months in a work setting or be able to comment on your ability to do the role. One should be your current employer. Referees must not be related to you. We will only contact them if we make a formal offer of employment.

Qualifications and Professional Membership
You will be asked to provide evidence of the qualifications, equivalent knowledge or relevant experience, and professional membership or continuing professional development relied on to meet the essential criteria in the job description.

Criminal Record Check
The successful candidate will be required to complete a Disclosure Scotland check as part of the pre-employment screening process. Any offer of employment will be subject to a satisfactory outcome.

Disability

SFRS is an equal opportunities employer and a Disability Confident Employer. We design our selection process to give everyone a fair chance. If you declare a disability or Specific Learning Difference (SpLD) and meet the essential criteria, we will invite you to interview. In your application, you can tell us about your disability or SpLD. You can also tell us about any reasonable adjustments you need.

Keeping in touch

We will send updates to the email address on your application. Please check your email and spam folder often.

Care Experienced

As a corporate parent, SFRS have also introduced a Guaranteed Interview scheme for care experienced people. Irrespective of other criteria, such as age, the disclosure of a care experienced background would automatically move an applicant from application stage to interview stage where the candidate meets the essential criteria for the role.

Further Information

You must carry out all duties in line with the Equality Act 2010, the Human Rights Act 1998, the SFRS Code of Conduct, the Dignity and Respect Policy, and all other policies that protect staff and service users from discrimination and harassment. You must promote equality, support an inclusive workplace, and treat staff and service users fairly and lawfully.

You must protect confidential information about customers, partner organisations and other third parties. Where relevant, you must also make sure you and colleagues who report to you follow the SFRS Acceptable Use Policy and Handbook.

Working Together for a Safer Scotland.

