



CAMBRIDGESHIRE
FIRE & RESCUE SERVICE

**MAKE A
DIFFERENCE.**

**BE THE
DIFFERENCE.**

PEOPLE GROUP ASSISTANT

**PREVENT
PROTECT
RESPOND**

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

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
- 24 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



A message from our **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.

Matthew Warren

A handwritten signature in black ink, appearing to read 'Matthew Warren'. The signature is fluid and cursive, written over a light grey background.

Chief Fire Officer

Our values

Being part of CFRS means joining a team that cares - about the work we do, the people we serve, and each other.

Our Service Values of Welcoming, Respectful and Professional are not just words. They shape how we treat one another, how we serve our communities, and how we carry out our work each day.

We welcome difference, treat people with respect, and take pride in doing things properly. Whether you're responding to an emergency, delivering fire prevention advice, or supporting others behind the scenes, these values guide how we protect people, prevent harm, and respond when it matters most.

If our values connect with you and you're looking for a career where your contribution matters, you'll thrive in a role that's built on trust, respect, and purpose.

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.

What we do

At CFRS, our purpose is clear and powerful: to protect people, prevent harm and respond when we're needed most. It's more than a saying - it shapes everything we do.

- Protect – We work with our communities to identify and reduce risks, safeguard vulnerable people, and support resilience across homes, businesses, and public spaces.
- Prevent – Through education and outreach, we aim to stop incidents before they happen - from fire safety visits to road safety campaigns and community engagement.
- Respond – When emergencies do happen, we act swiftly and professionally - whether it's fires, road traffic collisions, floods, or other incidents.

This purpose unites everyone at CFRS - from firefighters on the frontline to those behind the scenes. No matter your role, you'll be helping to deliver a trusted public service that saves lives, reduces harm, and supports our communities to thrive.

Prevent

We're always available to respond if there's an emergency, but our work focuses on stopping fires from happening in the first place. Our community safety work is a priority and we help those most at risk of a fire in the home.

Protect

It's not just in the home where fire safety is important. All non-domestic premises by law must have fire risk assessments carried out by the owners or a responsible person. This is to ensure that employees and any visitors are as protected as they can be from fire and that they could evacuate safely.

Respond

Our crews of highly trained firefighters are ready to respond when needed - not just to fires, but to a wide range of emergencies. Each year, we attend around 1,500 fires, 400 road traffic collisions, and over 600 other incidents, including flooding, animal rescues, chemical spills, and water rescues.



JOB ADVERT: PEOPLE GROUP ASSISTANT



£31,537 - £33,699 pa

37 hours per week

Permanent

Location: Service Headquarters, Huntingdon

Hybrid Working - we offer a flexible, agile, hybrid working pattern where you can work from home, as well as from Cambridgeshire Fire & Rescue Service and other locations around Cambridgeshire. You will be required to work a minimum of 2/3 days per week in the office.

About the Role

We are looking for an experienced HR Administrator, who holds at least a Level 3 CIPD qualification and who is looking to develop their HR skills further.

This role supports our front-line colleagues and support teams, and as a member of the People Group, you would provide specialist HR administrative assistance across the service and act as the first point of contact for HR queries, as well as support our People Partners.

You will be joining a sociable team in a supportive environment. Being able to effectively balance working collaboratively with the wider People Group as well as working independently using your own initiative is essential.

This is an exciting opportunity to work in an agile, dynamic environment, supporting a service that truly impacts the community.

About You

We welcome applications from all backgrounds and experiences, but the ideal person will have:

- As the People Group Assistant, you will need to have excellent verbal and written communication skills as you will be communicating with colleagues of all ranks throughout the organisation. In addition, we are looking for you to possess some of the following:
- CIPD Foundation Level 3 (or working towards) or comparable qualification, or relevant demonstrable experience.
- Experience working in an administrative HR role in an office environment. Acting as the first point of contact for queries and understanding HRs contribution to organisational effectiveness.
- Excellent IT skills with the ability to use Microsoft Excel, Word Database applications, and PowerPoint to prepare well-presented documents.
- Be able to prioritise workload, manage your time effectively, and able to meet deadlines.
- Able to adapt and respond to change / conflicting priorities.
- Ability to take accurate minutes of meetings.
- Ability to build effective working relationships.

If you do not fully meet all of these requirements but believe that you can clearly demonstrate in other ways the range of valuable skills, experience, and knowledge recognised as relevant and important to this role, we would welcome hearing from you.



JOB DESCRIPTION: PEOPLE GROUP ASSISTANT



Responsible to: People Partner

Responsible for: No line management responsibility

Job Purpose:

To provide specialist HR administrative assistance and be the general first point of contact, in order to support the delivery of a professional People Team service which meets business needs.

Main Duties & Accountabilities

Administrative Support

- To provide comprehensive administrative support to the Head of People, People Team Manager, People Partners and occasionally the wider people group, including for example administrative support, assistance in preparing for hearings, investigations, meetings and training programmes, note taking, provision of ad hoc and regular reports and information etc.
- To prepare letters for the Head of People, People Team Manager, People Partners with regards to current cases, including and not limited to sickness, disciplinary, capability, probation.
- To provide statistical information, by producing regular reports and ad hoc reports/information as required.
- To update, store, retrieve and supply information in accordance with organisational policy and legislative requirements.
- Create and introduce new reporting functions to assist with statistical data analysis
- Ensure the People Partner sharepoint page is up to date with current policies and procedures.
- Ensure GDPR and data protection regulations are adhered to.

HR Advice and Support

- To demonstrate an understanding of HR policies and processes and provide initial advice and guidance to managers and staff on their application in the workplace; and coaching managers on station if required.
- Support the Head of People, People Team Manager, People Partners in research and analysis to enable the implementation of projects and the achievement of departmental objectives, and in so doing, demonstrate the application of learning from the CPP qualification or CIPD studies.
- Respond to enquiries from managers, employees and members of the public, in a professional manner, ensuring that accurate, timely advice is provided at all times.
- To undertake specific projects as requested and to provide support across the People function to other People colleagues and/or Service Managers (e.g. participate on project teams, take minutes, prepare and/or deliver presentations etc.)
- Support the delivery of any people training to line managers.
- First line of support to all line managers in relation to absence management.
- Provide HR Support for the presenting managers during the first stage of capability, fitness and absence review meetings.





Main Duties & Accountabilities cont.

Professional Conduct and Customer Service

- To contribute to the continual improvement in the provision of Human Resources practice within the organisation, by suggesting changes to working practices to improve customer service and efficiency including means of enhancing the job holder's own personal performance.
- To work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives.
- Engage in promoting and 'living' the Service's Values and Behaviours.

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: PEOPLE GROUP ASSISTANT



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
QUALIFICATIONS / EDUCATION	CIPD Foundation Level 3, Comparable qualification or relevant demonstrable experience.	X		Application form
	Secondary School Education including English and Mathematics at GCSE grades A-C (CSE, 'O' Level or equivalent)	X		Application form
	Strong commitment to continuing professional development, demonstrated by evidence of ongoing learning and development	X		Application form and selection process
KNOWLEDGE/ EXPERIENCE	Experience of working in an administrative HR role in an office environment. Acting as first point of contact for queries into the department and understanding HRs contribution to organisational effectiveness.	X		Application form and selection process
	Experience of researching, producing and analysing and presenting basic statistical information	X		Application form and selection process
	Experience of working within a public sector/unionised environment		X	Application form and selection process





CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
SKILLS	Excellent IT skills with the ability to use Microsoft Excel, Word Database applications and PowerPoint to prepare well-presented documents	X		Selection process
	Concentrates on issues that support broad organisational strategy, maintaining a broad view, understanding and considering the interests and aims of other departments or outside organisations	X		Selection process
	Effective communication. Communicating all needs instructions and decisions clearly. Adapts communication style to professionally liaise with people of all levels, from senior managers to members of the public and checks for understanding	X		Application form and selection process
	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		Application form and selection process
	Ability to take accurate minutes of meetings.	X		Selection process
	Strong customer service and interpersonal skills, with the ability to quickly build effective working relationships.	X		Selection process
	Ability to deal with confidential information and to discuss sensitive issues confidently	X		Selection process
	Ability to develop, implement and review systems and process	X		Selection process
	Demonstrates commitment to the principles of equality and fairness	X		Selection process



PERSON SPECIFICATION: PEOPLE GROUP ASSISTANT



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
MOTIVATION/ DISPOSITION	Self-motivated and enthusiastic towards HR with a can do approach	X		Selection process
	Ability to work as an individual and as a team member.	X		Selection process
	Enthusiastic, flexible and motivated whilst working towards the goals of the organisation	X		Selection process
General	Full, current driving licence*	X		Application form
	Ability to act as a role model of the One Team ethos, consistently demonstrating the behaviours and cultural attitude that the Service seeks to embed.	X		Application and selection process

*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



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 in Huntingdon but will be required to travel to other sites in Cambridgeshire and out of County.

Salary

£31,537 - £33,699 per annum

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

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 6 months

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



Terms & 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 24 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.



Thank you for your interest in joining Cambridgeshire Fire and Rescue Service.

We're proud to be a Service that values dignity, respect, and equal opportunity for all. If you have any conditions - whether diagnosed or not - that may affect any part of the recruitment process, please let us know. This could include physical or mental health conditions, or anything related to neurodiversity.

Sharing this information is completely confidential and will not affect how your application is assessed. It simply helps us ensure that any reasonable adjustments can be made to support you through the process.

If you're successful, you won't just be joining a Service - you'll be joining a team that makes a real difference every day.

We wish you the very best of luck.

**MAKE A
DIFFERENCE.**
**BE THE
DIFFERENCE.**



**CAMBRIDGESHIRE
FIRE & RESCUE SERVICE**
Working together to improve community safety