



## DISCIPLINE AND GRIEVANCE OFFICER

**Human Resources and Business Support Unit - Headquarters**  
**6 month Fixed Term Contract (to be reviewed),**  
**22.2 hours (3 days) per week**  
**(hours may increase - workload permitting)**  
**NWFRS Grade 09 £40,221 to £43,421 per annum (pro rata)**



We are looking to appoint a Discipline and Grievance Officer to join the Human Resources and Business Support Unit based in Headquarters, St Asaph.

Through conducting thorough, efficient and fair investigations, you will be responsible for providing detailed, impartial reports to support managerial decision making in relation to matters of discipline and grievance. This includes gathering information and data, conducting interviews and maintaining accurate confidential records. You will be responsible for preparing documentation for and presenting at internal and external hearings as required. Associated administrative duties will include typing letters, preparing statements and reports and producing statistics.

You will be an effective communicator with good presentation skills, experienced in interviewing with the ability to analyse detailed information, summarise detail and present through formal reports. You will have up to date knowledge of relevant legislation and good practice and excellent organisational skills to manage your own workload and meet deadlines. You will need to be flexible and adaptable to change to deal with requests as they arise and have the ability to work independently using your own initiative.

Please note that this post is subject to a DBS Check and satisfactory references. For further details about the role, please refer to the information pack.

To apply, please complete and submit your application pack by email to: [hrdesk@northwalesfire.gov.wales](mailto:hrdesk@northwalesfire.gov.wales)

**Closing date for receipt of application forms is 12.00 noon,**  
**07/05/2024**

*The closing date will be strictly adhered to and no exceptions will apply.*

