

HR SPECIALIST

**Located in St Asaph / Agile working
Fixed Term Contract for 6 Months to cover secondment
(with possibility of extension),
37 hours per week**

NWFRS Grade 08 £39,152 to £41,771 per annum

(additional 8.5% allowance for out of hours working - optional)

We have an exciting opportunity for an enthusiastic Human Resources Specialist to join our team.

Reporting to the Head of Human Resources and working as a valuable member of the team, you will provide comprehensive, efficient and effective HR support to management and employees. This role will assist with recruitment and legal compliance work (ie HR policies and procedures and project work).

Ideally, you will be CIPD qualified or working towards the Level 7 qualification and have experience of working in a busy HR environment. We are looking for a strong and effective communicator with good interpersonal skills, with the ability to work across all levels. The role is varied and the ability to work under pressure to meet deadlines is essential.

The role will primarily be located at our Headquarters in St Asaph, with travel to other Service locations as required. Agile working is available (a combination of home working and from Service locations).

The role is full time, Monday to Friday. The successful applicant will have the option to work flexibly, to a non-standard pattern of work which will contribute towards the 37-hour week which will include an average of three evenings per month and this will attract an additional 8.5% allowance.

Please note that a minimum of Welsh Language level 2 skills are a requirement for this post; if not demonstrated on appointment, support will be provided to achieve this during the probation period. This role is also subject to a standard 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: recruitment@northwalesfire.gov.wales

**Closing date for receipt of application forms is
12.00 noon, 13th February 2026.**

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



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