Role Profile

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	H.R Manager
Generic Role Profile:	Business Support
Salary Band:	Grade 8
Operational / Non Operational Role	Non Operational
Vetting Level:	RV Level
Reporting Arrangements/Special Conditions	Reports to the Strategic H.R Advisor Permanent Based at relevant police location for LPA or department
Specific Role Purpose:	As a member of the HR Manager team, support the delivery of collective leadership in the People Services Directorate, working collaboratively with colleagues and stakeholders across the force to deliver the departments objectives and priorities. To work to successfully implement people plans that support the delivery of the WMP People Strategy in line with the Force Vision and Values. To develop and maintain strong and professional working relationships and credibility, with senior leaders and line managers across the force. Work closely with the Strategic H.R Advisor and HR colleagues to ensure the successful delivery of comprehensive HR services which enable the force to improve on service delivery and fulfil its strategic requirements. To provide expert advice and guidance on all H.R generalist matters, evaluating and mitigating risks when necessary.
Key Responsibilities:	• A critical partner to support, advise, guide and coach portfolio SLT's on all matters relating to people management. • Active part of local or departmental SLT team attending key meetings providing H.R. input, updates and data to enhance people related decision making and planning. • Manage, update and promote business focussed accurate and operationally aware people plans.

	• Ensuring they remain relevant and resilient and include but are not limited to the talent, skills training, and recruitment plans. Focused to maximise operational delivery and capability. Ensure any risks and mitigation are identified • Updating, supporting and working with the Strategic H.R. advisor to tailor H.R. approach to portfolio needs balanced against consistency and fairness across the force wide model • Manage high performing team of HR Advisors and H.R Officers. • Assist and support the H.R Advisors to monitor, maintain and enhance quality of service and best practice from their direct reports and in keeping with those required across the team. • Work closely with Professional standards on misconduct cases • Support hearings and appeals as a HR professional advisor • Ensure consistency of approach, guidance and service levels across all H.R Advisor functions and services. • Deliver an efficient and customer focussed H.R service to the force through effective H.R. management and guidance • The accurate management and oversight of local workforce establishment planning and updates • Ensure the proactive and effective planning and management of all training requirements. In particular where relevant the mandatory training of police officers and police staff. • Focus and effective management of key areas of force concern e.g. attendance management or themes identified in grievance processes • Coach and support H.R Advisors. Developing skills, expertise and confidence celebrating and promoting success and achievement. Provide timely and regular feedback, including annual individual performance reviews ensuring the ongoing continuous professional development. • Identify and manage underperformance or capability gaps proactively and appropriately in accordance with force process and values.

Contacts internal and external	Regular contact with senior leaders, force wide SLT's, and internal stakeholders.

Knowledge & Experience .	
Essential:	Management experience in a large, complex organisation Extensive experience and proven success in people management and development Generalist H.R expert with depth and breadth of technical capability, including ➢ Employee Relations ➢ Diversity and Inclusion ➢ Workforce planning and resourcing ➢ Organisational Change ➢ Performance Development and Reward ➢ Talent and Succession Planning Detailed understanding of Employment Law Strong H.R generalist delivery and advice across a broad area including change/transformation and workforce solutions Management of effective H.R. teams delivering positive outcomes Strong relationship management skills and the ability to form alliances with key stakeholders and partners. Able to communicate and work across organisations to influence outlook and culture. Use of data driven insights to identify risks, opportunities, solutions and options. Excellent understanding of data protection and the requirements of confidentiality in accordance with the General Data Protection Regulations
Desirable:	Previous experience of working within Policing or a Blue Light/public sector organisation ideally in an operational environment. Change Management Leadership in a values led organisation Detailed understanding of Police, Pension and Injury Regulations and application of relevant legislation.

Personal Qualities and Skills	Excellent interpersonal and customer relationship skills Assertive and confident Resilient Proactive Emotionally aware and empathic Collaborative and Influential Effective communicator both written and verbal adapting to audience and situation Successfully managing through others
Competencies	Customer and service delivery focus Decisive Self motivated Quick thinker Adaptable Collaborative Influencing Planning and organising
Education and Qualifications	MCIPD or relevant degree.
Hours of Work and Flexibility:	The post is full time based on a 36.5 hour week Monday to Friday, however the post holder will be required to: To be flexible and to work such additional hours that may be required for the efficient and effective delivery of the People Services function. There may be a requirement at times to travel to other locations within the Force area
Agile Work Style	Agile/Hot desk based at relevant police location for LPA or department in accordance with allocated portfolio which may vary in accordance with organisational requirements.

Note:

Whilst reflecting the principal responsibilities of the role at the date of appointment the role profile may be reviewed periodically in conjunction with the post holder to reflect changes as appropriate.