



Role Profile

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	H.R Officer
Generic Role Profile:	Business Support
Salary Band:	Grade 5
Operational / Non Operational Role	Non Operational
Vetting Level:	RV Level
Reporting Arrangements/Special Conditions	Reports to H.R. Advisor. Permanent Lloyd House or portfolio specific location
Specific Role Purpose:	To provide an efficient customer focussed technical HR service to include the provision of high quality, effective advice, inputting to, maintenance and development of systems, metrics and procedures, comprehensive case management.
Key Responsibilities:	• Accurate and timely updates to force systems in respect of a broad range of people data including but not limited to establishment, officer moves and sickness management • To provide comprehensive HR advice, support and challenge on all matters assist the portfolio H.R Advisors in the delivery of advice and guidance on all H.R. issues as first point of contact. Identify risk and escalate where necessary. • To support effective attendance management of officers and staff within the portfolio adopting a coaching approach and developing the capability of line managers. • Coordinate the onboarding of new officers and staff to the portfolio business area, ensuring that key 'housekeeping' requirements are progressed • To support line managers at informal & formal meetings as appropriate, to include attendance, capability, Reg 12/13 etc • To participate in a range of meetings where appropriate (including case management review meetings, sickness surgeries etc. • To ensure the collation and recording of performance indicators and statistical data and prepare relevant timely

H.R Officer June 2024

Version:1.01

	management information. To include themes and trends. • To ensure that systems and procedures are maintained in accordance with force policy and GDPR. • To assist in the audit and inspection processes and business planning. • To assist in the provision and delivery of professional support to Managers, Police Officers, Police Staff and Special Constables within the Force. • To assist in the planning, development and implementation of HR policy issues. • To assist and support with staff development. Ensuring training planning and booking is efficient and effective • To assist and support with Health and Safety issues. • First point of contact in the provision of specialist or technical advice. • To research, prepare and present reports and other documentation when required. • To prepare and present management information to assist in the development of a proactive and targeted H.R Advice Service • To be responsible for the administrative arrangement of Hearings and Appeals in relation to Police staff Discipline, Grievance and Flexible Working • Attend local and corporate meetings to represent the H.R Advisory Team as required. • To deputise for the H.R Advisor when necessary. • To carry out any other such duties commensurate with the grading of the post that may from time to time be determined
Contacts internal and external	

Knowledge & Experience	
Essential:	Knowledge and understanding of current employment legislation, case law, codes of practice and their application. Experience of managing data and analysing data

	Experience of administrative duties Experience of managing competing demands and to time scales
Desirable:	Good working knowledge and understanding of Police Regulations and the issues associated with the application of HR legislation and best practice in the context of a Police Force Experience of interpretation, application of relevant legislation Can demonstrate effective presentation skills.
Personal Qualities and Skills	Good and effective written, numerate & verbal communication skills. Excellent communication, interpersonal, negotiating and influencing skills to achieve business outcomes Customer focussed and can do attitude Ability to analyse information and the ability to make considered decisions Able to provide accurate data, analyse trends and advise management. Experience of completing management reports. Organisational skills that effectively manage competing work streams Able to manage and prioritise work Able to participate in meetings. Team orientated with the ability to work independently and as part of a wider team, flexible and practically minded in supporting all colleagues Must be able to use IT and software packages where appropriate.
Competencies	
Education and Qualifications	CIPD qualified or equivalent or working towards.
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.