



Role Profile

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	H.R Advisor
Generic Role Profile:	Business Support
Salary Band:	Grade 7
Operational / Non Operational Role	Non Operational
Vetting Level:	RV Level
Reporting Arrangements/Special Conditions	<p>Reports to H.R. Manager.</p> <p>Permanent</p> <p>Lloyd House or portfolio specific location</p>
Specific Role Purpose:	<p>To support and deliver people plans that support the delivery of the WMP People Strategy in line with the Force Vision and Values.</p> <p>To support, guide and advise senior leaders and line managers in allocated portfolio on all people related matters, polices and process, building trust, confidence, excellent working relationships and credibility,</p> <p>Work closely with the portfolio HR Manager to ensure the successful delivery of HR and people services which enable the force to improve on service delivery and fulfil its strategic requirements.</p> <p>To provide tactical advice and guidance on all H.R generalist matters, evaluating, mitigating and escalating risks where necessary.</p>
Key Responsibilities:	<ul style="list-style-type: none"> • Support, advise, and guide portfolio SLT and line managers on all matters relating to people management e.g. contentious matters, attendance and welfare issues. • Support the portfolio H.R Manager in respect of required input and updates to portfolio SLT team meetings, including reports, data and options. • Gatekeep and update as directed the portfolio people plans that include talent, skills training, and recruitment plans. • With guidance from the H.R Manager provide an approach that is tailored to the portfolio requirements whilst observing the need for consistency and fairness across the force wide model

	<ul style="list-style-type: none">• Advice and support to be prioritised as appropriate and identified to key areas of force concern e.g. attendance management, grievance and student officer capability. Working to achieve timely positive outcomes.• To provide comprehensive support and advice to PSD and line managers regarding the application of the Force Disciplinary Policy• To actively support Disciplinary Misconduct meetings and hearings, advising the Panel Chair and providing specialist advice.• To provide comprehensive support and advice regarding the application of the Force Dispute Resolution and process, including the delivery of facilitated conversations.• Ensure that Occupational Health referrals are managed and processed proactively. Supporting the case management IHR process where relevant, ensuring effective and sensitive stakeholder engagement.• Ensure Regulation 28 and Police Staff Pay panel paperwork and updates by Line Managers completed on time and providing advice and support regarding the process. Ensure the provision of meaningful additional background or updates to pay panels. Manage actions /outcomes as directed.• Manage the portfolio H.R Officers as allocated.• Link with Occupational health to build relationship and encourage better working practises, upskilling line managers regarding their responsibilities.• Ensuring H.R. Officer focus on quality service delivery including attention to positive customer experience.• Maintain a consistency of approach, guidance and service levels across the H.R Advisor cohort and H.R Officer team.• Deliver an efficient and customer focussed H.R service• Ensure accurate management and oversight of local workforce establishment planning and updates.• Ensure that H.R Officers are processing accurate updates and requests in respect of workforce planning, establishment management and training in particular officer postings.• In an operational portfolio support the PDU, line managers and functional leads, to coordinate student rotations in line with Student Officer entry route requirements. Supporting line managers with Reg12/13 case file build and providing professional advice and support.
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- Assist the H.R Manager in the proactive and effective planning and management of all training requirements. In particular where relevant the mandatory training of police officers and police staff.
- Advice and support to be prioritised as appropriate and identified to key areas of force concern e.g. attendance management, grievance and student officer capability. Ensuring positive results and outcomes.
- To provide guidance, advice and support to the implementation of force change initiatives as directed by the ER team, ensuring that legal, contractual and regulatory compliance is maintained and risk is managed appropriately.
- To provide support to line managers regarding flexible working applications ensuring that the Force is compliant in dealing with requests and identifying pragmatic solutions.
- To develop and maintain strong working relationships with key stakeholders, including senior managers, line managers, legal services, occupational health, police federation representatives and Trade Union representatives.
- To critique, challenge and shape decision making of line managers in relation to people issues.
- To support line managers and individuals through challenging, complex, and emotive matters, aiming to resolve the issues promptly and effectively.
- Coach and support H.R. Officers developing skills, knowledge 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 underperformance or capability gaps. Work with H.R Manager to proactively and appropriately manage in accordance with force process and values.
- To provide support to force projects as directed by the HR Manager.
- Deputise for the H.R Manager as required e.g. attendance at portfolio SLT meetings.
- Support with delivery of Operational excellence training, and the delivery of specific & targeted HR inputs

Contacts internal and external	Regular contact with senior leaders, line managers, force wide SLT's, and internal stakeholders e.g. PSD and Training.
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Knowledge & Experience	
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Essential:	<p>Professionally qualified with a proven track record of knowledge - CIPD Qualified (Part or Full) studying. Graduate or Equivalent</p> <p>Degree in a relevant area, or equivalent experience.</p> <p>Experience of a complex fast-moving organisation with competing demands.</p> <p>Experienced H.R generalist</p> <p>Detailed understanding of Employment Law</p> <p>Advice, support and guidance to senior leaders and line managers on all matters relating to people management, H.R. policy and process</p> <p>Effective management of contentious situations delivering positive outcomes</p> <p>Working knowledge of establishment management</p> <p>Awareness of workforce planning and resourcing process and planning</p> <p>Good relationship management skills</p> <p>Able to effectively communicate and work across different functions</p> <p>Use of data driven insights to identify risks, opportunities, solutions and options.</p> <p>Experience of case management</p> <p>Excellent administrative skills including planning and prioritisation</p> <p>Excellent understanding of data protection and the requirements of confidentiality in accordance with the General Data Protection Regulations</p>
Desirable:	<p>Previous experience of working within Policing or a Blue Light/public sector organisation ideally in an operational environment.</p> <p>Managing or being part of a team in the successful delivery H.R outcomes</p> <p>H.R. delivery in a values led organisation</p> <p>Police, Pension and Injury Regulations and application of relevant legislation.</p>

Personal Qualities and Skills	<p>Excellent interpersonal and customer relationship skills</p> <p>Assertive and confident</p> <p>Resilient</p> <p>Proactive</p> <p>Team player</p> <p>Emotionally aware and empathic</p> <p>Influencing</p> <p>Effective communicator both written and verbal adapting to audience and situation</p>
Competencies	<p>Customer and service delivery focus</p> <p>Decisive</p> <p>Self motivated</p> <p>Quick thinker</p> <p>Adaptable</p> <p>Collaborative</p> <p>Influencing</p> <p>Planning and organising</p>
Education and Qualifications	<p>CIPD, H.R. associated degree or extensive equivalent experience</p>
Hours of Work and Flexibility:	<p>The post is full time based on a 36.5 hour week Monday to Friday, however the post holder will be required to:</p> <p>To be flexible and to work such additional hours that may be required for the efficient and effective delivery of the People Services function.</p> <p>There may be a requirement at times to travel to other locations within the Force area</p>
Agile Work Style	<p>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.</p>

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.