

JOB DESCRIPTION

Job Title: Regional HR Data and Insights Advisor	Location: CTPSE
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: HR Specialist	Band level: 3G
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Undertake the collection, analysis and reporting of people and workforce and management information for CTPSE and SEROCU to inform the people strategy and enable key decision making.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects of the role for which the job holder is responsible for results or outcomes (See flow chart below). Please list these in order of importance.

The key result areas in the role are as follows:

1. Collect and maintain all workforce data for the regional units, and coordinate regular workforce reporting requirements for the senior leadership team and Counter Terrorism Policing Headquarters (CTPHQ) to enable insights into performance and key risk areas
2. Analyse monthly data returns from a wide variety of data sources (both qualitative and quantitative), identify trends and / or data quality issues and propose or take actions to resolve
3. Work with colleagues and key stakeholders (e.g. finance, CTPHQ, hiring managers and others in SE HR) to develop processes and agree reporting mechanisms as required, to enable insights into people trends.
4. Present data innovatively for the purposes of communicating insights, performance and key trends and issues, supporting the understanding of CTPSE and SEROCU SLTs, in a simple way. This will include report writing for a wide variety of stakeholders up to a senior level.
5. Ensure effective management of employee data on systems and records in accordance with relevant policy, regulation and law. Assist in the management of workforce data held on regional and force databases. Develop and maintain an accurate flow of information between HR and areas of the business and with force HR teams where required.
6. Work with colleagues to support and develop solutions to specific challenges and to drive the people strategy. Produce ad hoc reports and undertake specific projects as requested and in response to a management issue, to support business initiatives, people projects and process improvements. This may also include undertake specific research and attending meetings.
7. Be flexible and adaptable in adopting a “one team” approach to service delivery, providing support to other members of the HR team where required to provide resilience where possible. This will include supporting the diversity & inclusion agenda, supporting recruitment activity in times of peak demand, and supporting change initiatives.

c. **DIMENSIONS:** Include matters such as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

Further Comments:
The role holder will work with a wide range of colleagues and interrogate a variety of people-related data that will need to be maintained and analysed to inform all aspects of the people agenda and update managers as to key aspects of HR activity. This will include working with stakeholders in the SE HR team, in both CTPSE and SEROCU, and key SPOCs in each of the South East regional fores.
The role holder will need to be innovative in developing new ways of collecting, maintaining and presenting data.
The role holder will be required to be sensitive to the specific arrangements for CTPSE & ROCU in relation to security and confidentiality, recognising the nature of the work carried out by the unit and some of the schemes, policies and practices that are distinct from Local Police Areas.
The role holder must be able to attain and retain enhanced vetting in order to perform the role.

d. **CHARACTERISTICS OF THE ROLE**

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. Good standard of education in a relevant subject (e.g. business, data analysis, performance, HR), with evidence of continual professional development	E
2. Experienced in the use of data analysis and statistical methodology to present and interpret data, and subsequently prepare written reports and data visualisation to report on performance and trends.	E
3. High degree of computer literacy specifically Microsoft Office to analyse, interpret and present complex datasets. Specifically able to work with PowerPoint, Word and Excel to a high level, and able to use a range of tools, such as pivot tables and Vlookups.	E
4. Excellent attention to detail, data accuracy and quality of output	E
5. Proven communication skills (both verbal and written), and excellent interpersonal skills with an ability to influence outcomes and decisions, through interpreting information, identifying action and persuading others to act	E
6. Able to manage potential sensitive and confidential data and information discreetly, with resilience, tact and diplomacy.	E
7. Able to demonstrate good organisational, planning and time management skills	E
8. Must have the capability of travel to different locations across the region and undertake assignments in a timely manner.	E