

Job Title: Regional Lead People Advisor	
Job Evaluation Number	B895

JOB DESCRIPTION

Job Title: Regional Lead People Advisor	Location: CTP SE
Job Family: Business Support	Role Profile Title: BB4 Police Staff
Reports To: Regional People Business Partner	Band level: 4I
Staff Responsibilities (direct line management of): Regional People Advisor & Regional People Support	

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

The overall purpose of the role is to: Lead and manage the provision of efficient, effective and comprehensive People services to the regional collaborated units, promoting diversity and a fair, ethical and transparent culture. Support and manage regional change programmes in line with strategic priorities and the people plan.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes

The key result areas in the role are as follows:

1. Lead a specialist advisory service that complies with force and regional policy and employment legislation, covering a range of subjects across the employee life cycle and a broad spectrum of people issues. Manage complex employee relations issues to successful resolution across several forces.
2. Provide HR support and expertise to regional change initiatives and projects, across multiple forces and a range of subjects in partnership with business leaders. Lead and manage change programmes.
3. Report to the joint regional management board, national stakeholders and each senior management team regarding performance, trends and recommendations, in a meaningful, timely and accurate manner. Liaise with managers and Finance colleagues to ensure the accuracy of FTE information and projections, and provide insight.
4. Act as a key interface with others in the region, force and units, for example senior managers, HR managers in other forces and subject matter experts within TVP. Take accountability for compliance and performance; work with managers to coach and upskill them, to enable them to proactively manage issues and risks.
5. Input into the people strategy for regional organised crime and CT, working to set and implement actions to achieve it in partnership with the Head of Resources and Regional People Business Partner. Lead the development of regional initiatives and practices that enhance the efficiency and effectiveness of regional units.
6. In partnership with the Head of Resources and the Regional People Business Partner continuously review and seek efficiencies and improvements in the delivery of a HR service to the region. Collate business cases and financial information, e.g. relating to in the cost of providing / procuring recruitment, resourcing and welfare services for regional units.
7. Work with the Rewards and Benefits team to inform complex financial decisions concerning salary changes. All considerations should reflect a culture of fairness and consistency. Advise managers on job analysis in relation to new or changing roles.
8. Effectively manage and enable the performance of a small team, providing line management expertise whilst monitoring and ensuring adherence to published SLAs and KPIs. Where it is not possible/ efficient to provide a service, review options for commissioning services from the force or region.

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c. **DIMENSIONS:** Include matters 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:

Post holder will work within and interpret existing policies and processes, but will also respond to and manage queries where they may fall outside of existing policy and procedure. The role holder will act as Deputy to the Regional People Business Partner, acting as a point of escalation for day-to-day operational HR issues raised within the team by People Support and Advisors. Escalate matters where they may have a significant people impact or fall significantly outside of policy, to the Regional People Business Partner or Head of Resources.

The role holder will provide a service to the collaborative regional unit, requiring the building and maintaining of relationships with counterparts within force HR teams to enable a good exchange of information and to enable smooth delivery of processes.

To be successful within this role, the role holder will need to build effective working relationships with managers at all levels across the region, with key stakeholders within the TVP people directorate, and with HR counterparts in each of the regional forces.

Post holder will have the capacity to significantly influence the performance of HR and delivery of the people plan within the regional unit.

Key result areas include:

- Change management – influencing partners in effecting changes within the region, and implementing change projects within agreed deadlines;
- Team leadership – leading an effective and efficient HR advisory service, driving continuous improvement and development
- Employee relations – ensuring prompt and effective resolution of ER cases, including negotiations where necessary with Unison or Federation representatives.

The role holder will be required to be sensitive to the specific arrangements for CTP SE & 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.

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. CIPD Qualified and / or working towards a Level 7 CIPD Qualification (or equivalent postgraduate qualification) with interest in continued professional development. Aware of external trends and developments, e.g. employment legislation.	E
2. A good level of generalist HR experience, with experience of providing advice to managers and employees on a diverse and range of complex and sensitive issues, working under pressure and within defined timescales	E
3. Proven knowledge of and ability to apply current employment legislation and best practice across a broad HR spectrum of issues (grievance, discipline, job analysis, salary issues, etc.).	E
4. Proven ability to develop and maintain good interpersonal relationships with colleagues at all levels. Negotiate using logic and reason to achieve a satisfactory outcome and influence without direct authority.	E

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5. Confident in exercising personal initiative, making judgements and decisions on fairly complex issues within policy and procedural guidelines, with little guidance from the People Business Partner, often in time-pressured situations.	E
6. Proven communication skills (both verbal and written) with ability to provide a high level of service to customers at all levels. Comfortable presenting and speaking in meetings.	E
7. Proven experience of supporting, championing and putting into practice change management initiatives, aligned to business needs and strategic priorities.	E
8. Must have capability to travel to different locations across the South East Region and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. Due to the requirement to work flexibly*, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential.	E
9. Recent experience in a policing or related environment, with an awareness of police regulations and police staff conditions of service.	D
Additional comments: *working hours and level of flexibility are specific to each role and will be discussed at interview as will their ability to attend different sites of work.	