

Job Title: Regional People Advisor	
Job Evaluation Number	B690

## JOB DESCRIPTION

<b>Job Title:</b> Regional People Advisor	<b>Location:</b> CTP SE
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Regional Lead People Advisor	<b>Band level:</b> 3G
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** Provide a comprehensive and specialist HR advisory service to support the regional units, with accountability for a specific case load and for supporting change programmes within the region.

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. Undertake the delivery of an allocated casework load across a range of potentially complex issues and manage the outcomes. Identify and escalate trends and issues.
2. Provide a specialist HR advisory service that complies with policy and employment legislation on a wide range of issues, for example recruitment, resourcing, employee relations, flexible working, and career development.
3. Effectively engage with managers and staff through various methods at all stages of the employee lifecycle. Encourage a proactive approach to people management and provide managers with the tools to effectively manage and develop best practice in the management of staff and their wellbeing. Task and coach HR Support in provision of all support functions.
4. Promote equality of opportunity and diversity within fair, transparent, efficient and consistent processes, ensuring that a professional service is provided to all stakeholders. Seek opportunities to propose and test new ways of working to drive improvements and inclusivity, developing enhanced HR practices and procedures.
5. Ensure effective management of employee data on systems and records in accordance with relevant policy, regulation and law. Prepare statistical information and report on trends relating to general HR management information, case load and area of work, to drive insight and meet the needs of the region and senior management teams.
6. Work with colleagues to support and develop solutions to specific challenges and to drive the people strategy. This will involve undertaking specific projects involving research, analysis, report writing, attending meetings and organising events.
7. Work with managers in the scoping and design of roles, ensuring that succession planning and forecasting activity is undertaken. Guide managers through the job evaluation process and manage queries related to reward, escalating where required.
8. Prepare statistical information relating to a variety of areas of people management, e.g. diversity, turnover, abstractions etc. Ensure effective management of employee data in people management systems and records; this includes management of the CTP SE & SEROCU Resourcing book which enables accurate view of people within the region. Develop and maintain an accurate flow of information between HR and areas of the business and with force HR teams where required.

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9. Co-ordinate and manage employee relations cases, including but not limited to attendance management, disciplinaries, grievances and performance, to ensure timely intervention and consistency of application across the region. Work with managers to enable them to proactively support officers and staff and manage emerging cases before they escalate.

10. Promote welfare initiatives within the region, including effective management of sickness absences and ensuring the appropriate policies, tools, guidelines and templates are in place to support officers and staff in their roles.

***Regional People Advisor – Recruitment (in addition to the above accountabilities)***

11. Co-ordinate, prioritise and quality assure all CTP SE and SEROCU recruitment to meet the units resourcing needs, determining the most appropriate means, providing extensive advice and guidance, producing and publishing adverts to various groups and publications.

12. Co-ordinate with various police forces, departments, candidates and managers to ensure new staff and officers are cleared to the required levels, fit for the post, hired on the agreed terms and conditions, and that all required joiners processes are followed. Assess and determine the appropriate resolution to any unsatisfactory checks.

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:***

The role holder will deal with a range of tactical issues on a daily basis including planned work and general advice, across the employee lifecycle. This will include informal and formal casework, relevant to experience. This unplanned work will have fluctuating demand levels and these will be of an unpredictable nature. They will be required to build good working relationships with line managers, police officers and police staff members at all levels of the organisation.

The role holder will be accountable for an area of work or speciality within the region, resourcing, employee relations or resourcing. They will be responsible for ensuring cases within their remit are effectively managed, either themselves or via colleagues within the HR team, ensuring they are managed promptly and consistently.

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. For instance, liaise with other People Directorate teams to negotiate transfer arrangements and with line managers to prepare inductions.

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.

Post holder will work within and interpret existing policies and processes, escalating where request may be outside of policy. Encouraged to offer ideas to improve the way we do things on a day-to-day basis, drafting and updating Standard Operating Procedures (SOPs) where required. May be required to input into and manage the workload of Regional People Support.

**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

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through experience, specialised training, and/or professional or specialist education and training.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Part qualified (or equivalent) or working towards a Level 5 CIPD Qualification, with proven participation and interest in continued professional development.	E
2. Proven experience of working within HR and providing advice to managers and employees on a diverse range of issues, including recruitment, employee relations and resourcing, working under pressure and within defined timescales.	E
3. IT literate to an intermediate level in the MS Office package, with a proven ability to collect, analyse and produce statistical information to enable the exploration of people-related trends and the identification of underlying causes. Experience of working with HR IT systems.	E
4. Proven ability to act as point of contact and support others through contentious or complex issues with the capacity to work on own initiative and remain emotionally resilient.	E
5. Proven communication skills (both verbal and written) with ability to provide a high level of service to customers at all levels.	E
6. Have an awareness of external trends and developments and how they may impact on work (e.g. employment legislation). Have a proven knowledge of and ability to apply current employment legislation and best practice across a broad HR spectrum of issues.	E
7. Proven ability to develop and maintain trust and good interpersonal relationships with colleagues at all levels and negotiate using logic and reason to achieve a satisfactory outcome. Examples may include: handling cases across a range of HR and ER issues, including grievance, discipline, etc.	E
8. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required.	E
9. Recent experience in a policing or related environment, with an awareness of police regulations and police staff conditions of service.	D
<b>Additional comments:</b> At interview, candidates will be asked to: * indicate their ability to work flexible hours to attend different sites of work.	