

Job Title: People Advisor (Equality & Diversity)	
Job Evaluation	C015

JOB DESCRIPTION

Job Title: People Advisor (Equality & Diversity)	Location: Various
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: Lead Advisor (Equality & Diversity)	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: Support the Leadership Team to deliver the Director of People's agenda. At a tactical level, manage functional centres of expertise, with a particular emphasis on Diversity, taking a lead role in supporting and advising the Business on short to medium term people and representation related issues.

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. Support organisational development initiatives identified in the Delivery Plan and other corporate programmes. Contribute to the Force People Agenda and the target outcomes of the Directorate.
2. At a tactical level, deliver continuous improvement and innovation through enabling change, reducing bureaucracy, increased use of technology and co-production with other members of the People Directorate, the Business and partners
3. Work with and influence managers and colleagues across the Force, using an evidence based approach to support effective decision making which produces people focussed solutions
4. Support the development and implementation of the Attraction & Progression Strategy in line with the Force SES objective. Encourage positive action to identify opportunities to build and maintain a diverse workforce to meet the changing operational demands on policing
5. Collate and feed in ideas and observations to colleagues and the business to influence policy, process and decisions
6. Contribute to the service delivery of contracts with external providers as appropriate
7. Coach and build capability of managers to handle situations rather than managing issues for them
8. Where appropriate supervise and assist in the development of people, initiating and maintaining the relationship with key stakeholders to ensure services are fully aligned with business needs
9. Other allocated duties, including involvement in project management, change initiatives and cross force initiatives

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:

In a change orientated and shared service operating environment, where flexibility and matrix management are the norm, ensure that the People Directorate makes a clear and well established

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contribution to driving organisational performance. At a tactical level, the role holder will contribute to the development of policy and best practice, with a particular, but not sole, emphasis on Diversity. Ensuring through effective partnerships that services delivered by the centres of expertise are appropriate to Directorate and operational requirements

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.

<i>The knowledge or skills required in the role are as follows:</i>	<i>E/D</i>
1. Part qualified or working towards CIPD or equivalent qualification.	E
2. Able to demonstrate commitment to continuous professional development.	E
3. Some experience in delivering people solutions and interventions.	E
4. Proven ability to build effective working relationships (e.g. cross department/service programmes or projects, collaborative ventures, multi - agency working).	E
5. Previous involvement in implementing business change initiatives linked to continuous improvement.	E
6. Strong problem solving, communication and relationship building skills with the personal credibility to impact at all levels.	E
7. Able to demonstrate an aptitude for supervising and developing people.	E
8. A keen and demonstrable interest in issues affecting people from diverse backgrounds and under-represented groups.	E