

Job Title: HR Advisor (Business Partnering)	
Job Evaluation Number	B379

JOB DESCRIPTION

Job Title: HR Advisor (Business Partnering)	Location: Various (See advert)
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: Senior HR Advisor	Band level: 3F
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: In support of the business and all elements of HR service delivery, contribute to the provision of a comprehensive HR advisory service that is aligned to the Force strategic objectives.

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. Responsible for providing a HR advisory service that complies with Force policy and employment legislation, with particular emphasis on supporting the services delivered by the HR Business Partnering Shared Services provision.

2. Undertake specific projects involving research, analysis, diversity data, report writing and, in collaboration with the appropriate HR contact, assist in the implementation of a streamlined service and development of enhanced HR practices and procedures.

3. Monitor staffing levels against establishment and ensure PeopleSoft reflects the agreed establishment in respect of both officers and staff:

- Use of 'drill down' sheet and commissioning relevant changes using ECRIS.
- Monitor and co-ordinate using a variety of methods – e.g. spreadsheets, PeopleSoft and provide detailed information.
- Provide management information on a pay period basis for reconciliation

4. Commission and track work from Shared Services and ensure activity is to the agreed level and timescales. This includes being an authorised signatory where required, quality assuring information held on PeopleSoft and ensuring data from PeopleSoft is compliant with the provisions of the Data Protection Act, Force Policies and Procedures.

5. Prepare for and attend resourcing meetings, prepare minutes and ensure resulting actions are completed. Act as Chair in the absence of the HR Business Partner.

6. Prepare and work with the business and resource management shared services to ensure succession planning and forecasting activity undertaken as required e.g. custody, CID, PDU resourcing needs.

7. Liaise with Shared Services recruitment team and other HR Advisers to confirm postings of staff moving around the Force and with line managers for induction of staff new to the business.

8. Receives and records flexible working and job evaluation requests, following approval, and

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progresses as required.

9. Be the key contact into the business and Resource Management Shared Services unit in dealing with resource management issues.

10. Support the commissioning processes around L&D, the volume planning work and the monitoring of compliance with essential learning or competencies.

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:

Manage dynamic ('real time') establishment changes.

Close working relationships with the PeopleSoft team, HR Performance Advisor and HR Services & Resources Manager.

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 (essential or desirable):</i>	<i>E/D</i>
1. Certificate in Personnel Practice or equivalent qualification.	E
2. Proven ability to analyse and produce statistical information. With High level of numeracy with advanced computer skills with knowledge of Microsoft Office applications and use of HR IT systems (preferably PeopleSoft).	E
3. Good interpersonal and communication skills to enable the post holder to interact with staff, customers, senior managers and members of the public.	E
4. Proven ability to work on own initiative, provide a high level of service to customers, maintaining contact and communicating their needs clearly.	E
5. An understanding of Budget management implications.	D