

Role Profile

Role Profile Part 1			
Role title	ACRO Assistant People Services Advisor	Grade/Rank	Scale 5
Dept/Area	ACRO People Services	Vetting Level	RV
Responsible to	ACRO People Services Advisor/Senior People Services Advisor	Staff line managed	None
Reviewed by (Line Manager)	Kat Stypulkowski	Date	10.03.25
Purpose of Job	To support the ACRO People Services team to deliver a specific customer focused HR service to ACRO.		
Key Accountabilities	1. To co-ordinate short listing interview and the selection process in line with force policy and procedures. This may include managing bulk recruitment processes and ensuring all recruitment documentation is accurate and up to date, dealing with more complex recruitment queries from candidates or colleagues. 2. To act as an assessor in recruitment and selection processes. 3. To provide a range of services of research, information gathering and data analysis relating to 4. To ensure People Services process guidance and the People Services intranet pages are maintained and kept up to date. 5. To provide ad hoc project support as necessary. 6. To be the first point of contact to provide general advice and support on lower level casework, People Services policy, procedure and guidance, including terms and conditions of service to ACRO managers and staff. 7. To provide HR statistics on a monthly and quarterly basis and provide information on a range of HR issues when required. 8. To administer the establishment details of ACRO, ensuring establishment levels, structure and HR system details are accurate and up to date. 9. To be a People Services representative at meetings/committees within ACRO, and within formal meetings where there is a procedural requirement including casework. 10. To give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. ACRO may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post. ACRO is hosted by The Chief Constable of Hampshire and Isle of Wight Constabulary (HIOWC). ACRO staff are employed as police staff under		

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	HIOWC terms and conditions with supplementary ACRO procedures and guidance.
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation. Post holder will need to support recruitment events both internal and external which may on rare occasions involve some work at evenings or weekends, for which the appropriate recompense will be paid. The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. An initial 6 month probationary period will apply on appointment to the role. All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role. Keep up to date with changes in legislation, local procedures and/or policies that affect working practices and the use of police databases or systems (including European or International requirements where appropriate). May be asked to carry out fire warden duties to meet required standards if required.



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Role Profile Part 2			
CVF Recruitment Competencies and Level	We are Emotionally Aware – Level 1 We Take Ownership – Level 1 We Collaborate – Level 1 We Analyse Critically – Level 1 Courage Respect and Empathy Public Service		
Education/Qualifications	Essential: Educated to QCF Level 2 (5 passes) OR work experience deemed to have brought the role holder to a comparable level. Desirable: CIPD Diploma Level 5 in HR Practice or higher CIPD qualification		
Experience and Skills	Essential: Experience of working in a customer focused HR environment providing information and general advice. Excellent administration skills including experience of using an IT system/software to compile management information. Desirable: N/A		
Approved by People Services	Natalie Ladd	Date	08.04.25

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Role Profile Part 3

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Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.	
	We are Emotionally Aware	Level 1
	We Take Ownership	Level 1
	We Collaborate	Level 1
	We Support and Inspire	Level 1
	We Analyse Critically	Level 1
	We are Innovative and Open Minded	Level 1
Underpinning Values	Courage	
	Respect and Empathy	
	Public Service	
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required	
Continuing Professional Development	Courses and conferences should be attended to benefit professional learning and development.	

