



Role Title:	Assistant HR Advisor (Resourcing, Skills & Development)	Rank / Grade:	Scale 5
The role of Assistant HR Advisor within the Resourcing, Skills and Development Team will be the first point of contact for the launch of a new Personal Development Record (PDR) system and Power App project. This will include handling enquiries, maintaining the digital PDR system, quality assurance, running reports, refreshing comms and maintaining intranet pages and guidance.			
Vetting (level):	Recruitment Vetting	Psychological Screening:	No
Location:	Remote working with one day per week Strategic Headquarters, Eastleigh.	Travel Required:	No
Suitability for restrictions:	N/A	Position Type:	Full-time and Temporary (12 months)
Conditions:	N/A	Responsible to	Strategic Resourcing & Development Manager
Key accountabilities (an indication of the responsibilities and activities expected in the role)			
1. Provide timely and accurate information and advice, which meets the required standard, to internal and external customers through a variety of channels (e.g. email, telephone, face to face). 2. Provide a range of services of research, information gathering and organization, ensuring HR/PDR process guidance and the HR/PDR intranet pages are maintained and kept up to date. 3. Record, collate and analyse information and produce/run summary reports. 4. Seek to improve processes and methods within the department. Undertake research and analysis to identify options and recommendations. 5. Provide general administrative and ad hoc support. 6. 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. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire & IOW Constabulary 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. This role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.			
Experience			
Essential ▪ Educated to QCF Level 2, including English, or relevant experience deemed to have brought the postholder up to a comparable level. ▪ Experience of working in a customer service environment. ▪ Experience of working with IT systems, including Microsoft products. Desirable ▪ CIPD qualification. ▪ Experience of working in a HR / L&D role.			
Attributes			
You will bring your customer service, organization and IT skills to work as part of a team who are dedicated to providing the best possible service. You will therefore need to be able to work well within a team and busy environment. With the role being largely remote working based, you will also need to be confident in managing your own time and workload.			



HAMPSHIRE & ISLE OF WIGHT

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We will assess your suitability to join policing as part of the selection process. You will need to be able to evidence that you will uphold the values of policing (impartiality, integrity, public service, transparency), the Code of Ethics and demonstrate our Competencies and Values.

Applications will be shortlisted by demonstrating you hold the essential competencies and values for the role. Further selection methods will be an interview.