



Role Profile

Role Profile Part 1			
Role title	People Services (HR) Advisor	Grade/Rank	SO1
Dept/Area	People and Development Services	Vetting Level	RV
Responsible to	Senior People Services (HR) Advisor	Staff line managed	N/A
Reviewed by (Line Manager)	Jayne Beddall	Date	January 2025
Purpose of Job	To provide the delivery and support of high quality comprehensive and effective generalist or specialist people services. Develop thorough understanding of different business areas to effectively deliver practical, timely and high quality people solutions Note - Post holder may be required to work within any section of People Services.		
Key Accountabilities	All Areas 1. Develop a thorough understanding of the organisation and its terms & conditions to effectively deliver practical, timely and quality people (HR) solutions and support. 2. Maintain effective working relationships with key stakeholders (both internally & externally), managers, staff, people & development colleagues and staff association representatives. 3. Ensure people (HR) information is delivered & communicated consistently. 4. To ensure expert guidance and support of high quality, comprehensive and effective generalist or specialist people services to customers and other People & Development colleagues within a framework of best practice, policy and employment law. 5. Support & coach managers to ensure a satisfactory, high quality & timely resolution of cases; ensuring Constabulary policy & procedure/best practice are adhered to. 6. Support workplace inclusion, fairness and equality and the wellbeing of workers. 7. To give regular and effective service (mandatory). Casework & Change 1. Support and advise managers on a range of people (HR) issues and casework. 2. Undertake casework and decide on when to escalate cases to next stages of procedures.		



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3. Support managers with change programmes; ensuring organisational change is delivered in line with legislative requirements.
4. Coach and deliver effective skills training to managers in the area of good people management and practice, e.g. performance, conduct, conflict & attendance management.
5. Be the People Services (HR) representative at formal meetings as required by various procedures.
6. Chair and/or attend line manager meetings/case conferences to work with colleagues and staff to identify actions to progress individual staff matters.

Policy & Reward

1. Manage specific projects for the organisation working across multi functioning teams as required.
2. Contribute to People projects within the organisation to help successfully develop and implement new strategies and policies.
3. Write, review and update People (HR) policies, procedure and guidance including consultation with staff associations.
4. Support and advise managers on the application of policy and practice.
5. Support & deliver effective skills training to managers in the area of good people management and practice.
6. Support the role evaluation process.
7. Support People Services (HR) contract procurement processes and administration, pay award implementation and administration and other force reviews as appropriate.
8. Liaise with the National Reward Team and Wellbeing Service about surveys and changes to policy, guidance and Regulations/Determinations as appropriate.

People Admin Team

1. Provide administrative support to the people (HR) function.
2. Undertake/oversee key administrative processes such as pay reviews, long service, pay progression standards etc.
3. Respond to initial contact & general enquiries into the People Services function.

Strategic Resourcing & Development

1. Provide expert support and guidance to the workforce on career progression and development i.e. supporting student officers' transition into wider development pathways.
2. Support internal and external recruiting events (where appropriate).
3. Work closely with key teams/departments to identify and support new and emerging talent via the range of entry routes into Policing.
4. Organise and deliver sessions for underrepresented groups preparing them for the application and selection processes.
5. Support the delivery of development programmes i.e. Direct Entry, Fast Track, Potential Development Programme (PDP) and Advance.



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	6. Develop & deliver key elements of the employment life cycle i.e. Induction, Performance Development Review (PDR), recruitment & selection skills, talent management initiatives and exit processes. 7. To be the first point of contact for talent, development, leadership and resourcing queries from the workforce. 8. Be proactive in presenting and communicating to relevant audiences. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight 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. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
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. 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. 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 2 We Analyse Critically Level 2 We Take Ownership Level 1 We Deliver, Support and Inspire Level 1 Integrity Transparency		
Education/Qualifications	Essential: - Educated to QCF Level 3 OR work experience deemed to have brought the role holder to a comparable level. Desirable: - CIPD Level 5 qualification or equivalent People Services (HR) experience deemed to have brought the role holder to a comparable level.		
Experience and Skills	Essential: - Experience in a generalist People Services (HR) or similar role, providing People Services (HR) advice to a range of managers on people issues such as attendance, conflict management or policy. - Ability to develop and maintain relationships with managers and staff at all levels and an ability to constructively challenge and resolve problems accordingly. - Good communication skills (both written & oral) - Understanding and working knowledge of relevant UK employment legislation. Desirable: - Experience of supporting People Services (HR) projects		
Approved by People Services	Jayne Beddall	Date	15/01/2025

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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.	
	Resolute, compassionate and committed	
	We are Emotionally Aware	Level 2
	We Take Ownership	Level 1
	Inclusive, enabling and visionary leadership	
	We are collaborative	Level #
	We Deliver, Support and Inspire	Level 1
	Intelligent, creative and informed policing	
	We Analyse Critically	Level 2
	We are Innovative and Open Minded	Level #
Underpinning Values	Impartiality	
	Integrity	
	Public Service	
	Transparency	
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.	

