

Senior HR/People Advisor

Dept/LPA

Required
Vetting Level

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PIP Level

ICF USE
ONLY

Grade/Rank

PO3

Responsible to

People Services Manager

Staff Managed

HR Advisors

Reviewed by (Line
Manager)

Karen Garrett

Date

July 2023

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 HR

Key Accountabilities
(outcomes of employing
someone in this role)

All Areas

1. Develop a thorough understanding of the organisation and its terms & conditions to effectively deliver practical, timely and quality HR/people 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 HR/people 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. Recruit, supervise, develop and coach HR Advisors / Assistants; ensuring consistent and high quality performance and CPD.
6. Support workplace inclusion, fairness and equality and the wellbeing of workers.
7. Give regular and effective service.

Casework & Change

1. Accountable for responding to enquiries and considering and providing action/support to managers/staff with a view to improving and sustaining performance, meeting standards and resolving conflict.
2. Undertake HR casework and decide on when to escalate cases to next stages of procedures.
3. Management of complex cases or those approaching the end of an HR procedure e.g. a final hearing
4. Manage Employment Tribunal medical appeal and any other HR owned quasi judicial proceedings made against the constabulary.
5. Support managers with complex change programmes; ensuring organisational change initiatives, which help the constabulary deliver effective services to the public, are delivered on time and in line with legislative requirements.
6. Support and advise managers on a range of complex HR issues
7. Coach and deliver effective skills training to managers in the area of good people management and practice, e.g. performance, conduct, conflict & attendance management.
8. Be the HR representative at formal meetings as required by various procedures.
9. 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 HR policies, procedure and guidance including consultation with staff associations.
4. Be creative and innovative in the development of HR policies, ensuring environmental scanning is undertaken and that policies reflect best HR practice and meet legal requirements.
5. Deliver effective skills training to managers in the area of good people management and practice, e.g. role evaluation
6. Manage and quality assure the role evaluation process
7. Support 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 HR/people function
2. Oversee key administrative processes such as pay reviews, long service, pay progression standards etc. and review/develop processes as required.
3. Oversee initial contact & general enquiries into the People Services function

Strategic Resourcing & Development

1. Maintain oversight of volume force promotions processes
2. Be the key liaison between the strategic design and tactical deployment of the force resourcing and retention strategy
3. Oversee and support delivery of adhoc senior promotion/recruitment processes; acting as a conduit between key departments both internally & externally
4. Coordinate the delivery of the force leadership strategy aligned with the College of Policing
5. Oversee and monitor delivery of force programmes and initiatives that sit within the retention, talent management and leadership strategies
6. Ensure oversight and delivery of development programmes i.e. Direct Entry, Fast Track, Potential Development Programme (PDP) and Advance
7. Create and review force policy, procedure and guidance in relation to talent & development and resourcing and retention strategies
8. Deliver Force Gender / Ethnicity Pay Gap progression action plan

Additional Requirements

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.

Keep up to date with changes in legislation, local procedures and/or policies that affect wording practices and the use of police databases or systems (including European or International requirements where appropriate).

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.

Hybrid working role with some assignments e.g. caseworker may be required to travel around Hampshire and Isle of Wight

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.

Education/ Qualifications Required	Essential: • Educated to QCF Level 6 OR work experience deemed to have brought the postholder to a comparable level. • CIPD graduate (Level 7 Advanced Certificate in Human Resources) or equivalent HR experience deemed to have brought the role holder to a comparable level. Desirable: • Psychometric Testing Qualification (to support role in Strategic Resourcing & Development ONLY)
Experience Required	Essential: • Generalist HR experience in either casework, change management or policy & reward. • Ability to develop and maintain relationships with managers and the workforce with 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: • Considerable experience in a general HR role, providing HR Advice to a range of managers on complex ER issues such as dismissal, conflict management or policy creation/strategy. • Experience of leading HR projects

Recruitment competencies	We are Emotionally Aware Level 2 We Take Ownership Level 2 We Deliver, Support and Inspire Level 2 We Analyse Critically Level 2 Integrity Transparency
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