

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Senior HR Advisor	Current Grade:	B003
Department:	Corporate Resources	Area:	FHQ
Reports To:	HR Manager	No of Posts:	1
Level of vetting:	TBC	Post Number:	TBC

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Deliver a varied caseload of HR work and HR projects, providing advice, guidance and practical support across the full range of HR issues (Sickness, ET's, disputes, discipline, performance management, workforce planning, recruitment, employee relations, diversity, organisational development and change etc) to FHQ line managers and staff and to members of the FHQ HR team, within BTP HR guidelines/policies/procedures and relevant legislative requirements.

The Senior HR Advisor exists to provide Senior HR generalist resilience across the Force and is expected to deal with the more complex cases escalated by the HR Advisors.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

Non – Direct – Support to between 4 - 8 non-direct reports (HR Advisors and Senior HR Administrators)

Any Other Statistical Data

None

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

HR Service and Support – provide a generalist HR support and advisory service to BTP employees across the full range of HR issues (Sickness, ET's, disputes, discipline, performance management, workforce planning, recruitment, employee relations, diversity, organisational development and change etc) in line with the standards and guidelines provided by BTP HR and the HR Manager so that BTP's effectiveness is maximised.

Operational Performance – As directed by the HR Manager, work with the SMT to ensure that the generalist HR service that is provided supports HR, Area and Force objectives.

Case Work – Personally deliver work agreed with the HR Manager on a varied and/or complex caseload of HR cases/issues across the full range of HR issues (Sickness, ET's, disputes, discipline, performance management, workforce planning, recruitment, employee relations, diversity, organisational development and change etc) within BTP HR policies and guidelines. Deal with complex case management issues escalated by the HR Advisors and delegated by the HR Manager.

Staff Association / Support Group Contact – First point of escalation for support groups, Federation and TSSA in dealing with local HR issues.

Workforce Planning – As directed by the HR Manager, work collaboratively with FHQ SMT's and the Resourcing and Workforce Planning Team to develop and deliver operationally aligned and intelligence based workforce plans that meets the needs of the business.

Project Work – As directed by the HR Manager, work on/contribute to BTP HR projects to support their successful delivery.

HR & Operational Meetings – attend and contribute effectively to all appropriate HR meetings and BTP operational meetings as required.

Team working – work collaboratively with HR & BTP colleagues as required, supporting colleagues and the overall process so as to achieve the required results.

Relationship Management – manage customer and colleague relationships (internally and externally) so as to maximise the effectiveness of BTP & BTP HR and ensure the good reputation of both.

Personal Development – maintain and develop own knowledge of BTP plans, operations & activities, HR practices and developments and own personal skills within the framework of guidance and support provided by BTP.

Record & Information Management – maintain own knowledge of relevant BTP record-keeping and information management practices and requirements and keep records of own work and manage related information in line with those policies.

Collegiate Support – As agreed with the HR Manager; provides advice and support to team colleagues to enhance their performance and professional development.

E. DECISION MAKING:

Make decisions

Significant say in decisions

Supports the HR Manager in ensuring an optimally performing generalist HR service to FHQ and deals with any complex case issues that are escalated by HR Advisors and delegated by the HR Manager.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

HR Community and Internal Stakeholders including Senior Leaders.

External

External Contractors and Stakeholders.

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G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Minimum MCIPD qualified (or working towards it currently) or equivalent experience.

Experience:

A successful track record in providing HR generalist work in a large, multi disciplined operational organisation. Experience of dealing with complex case management issues and coaching colleagues around these issues to enhance their professional development.

Experience of facilitating and delivering successful organisational, managerial and cultural change within a comparable organisation.

Experience of providing clear, balanced advice and guidance on a wide range of generalist HR issues to management teams.

Experience in developing good working relationships with a wide range of stakeholders, both internally and externally.

Experience of establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority to deliver a generalist HR service that meets customer needs.

Skills:

Professional, persuasive and influential. Able to command the confidence of senior operational managers, employees, trade unions, external partners and other stakeholders.

Strong negotiating, influencing and interpersonal communication skills.

Able to withstand pressure and is resilient in maintaining own convictions where merited.

A challenging, dynamic and creative team player, who is collaborative but who leads by example.

Ability to provide professional supervision to HR colleagues around generalist HR case work.

Effective coaching skills.

Strong project management skills and experience.

Ability to relate impact of own role to wider organisational and departmental plans.

Strong customer service orientation.

Achievement orientation with a drive to deliver.

Knowledge:

Substantial HR generalist knowledge including up to date knowledge of UK employment legislation and case law.

Excellent awareness of the workings of a HR department and familiarity with its overall services.

Desired Criteria:

Qualifications and Training:

Mediation training

Experience:

Previous experience working in the police service.

Skills:

Knowledge:

Excellent knowledge of relevant BTP processes and procedures.

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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