

## 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:	Policy Officer	Current Grade:	B001
Department:	People & Development	Area:	Birmingham
Reports To:	Policy & Engagement Manager	No of Posts:	1
Level of vetting:	Basic	Post Number:	

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

The Fixed term HR Policy Officer is responsible for drafting and reviewing policies and related guidance connected to the BTP2021 Organisational Support Programme, with particular emphasis on broad HR, learning and development and transactional functions.

Reporting to the Policy & Engagement Manager, ensure that policies are translated into up to date, relevant, and easily accessible documents which support future ways of working and achieve mobile/digital accessibility requirements.

The post holder will contribute to an effective policy communication plan which supports delivery against the Programme's strategic priorities.

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

#### Financial – Direct or Non-Direct

None

#### Staff Responsibilities – Direct or Non-Direct

None

#### Any Other Statistical Data

Over 50 plus policies across the People & Culture Directorate

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

**Policy assurance** – working with the Policy & Engagement Manager review, update and draft policies ensuring policies are streamlined, clear, legally compliant, easy to navigate and aligned to benefit realisation from future systems/technology enhancements.

Supporting the development and implementation of comprehensive procedural guidance and toolkits for managers and employees.

Identify obsolete documents taking into account evolving organisational goals.

Working to the Policy & Engagement Manager support the consultation/negotiation process for revised policies, engaging key internal stakeholder. Taking notes of meetings to ensure an audit trail of decisions and consultation/negotiation discussions.

**Research** – Benchmark BTP HR policies and research trends in related issues, working with key stakeholders to develop tailored solutions which support the Programme deliverables.

**Compliance** - Ensuring that policy products are branded and comply with BTP quality assurance standards. Provide updates on policy development/reviews status to the Deputy Director People & Culture, which feed into the Audit Risk & Compliance Board.

Ensure related intranet content is up to date.

Work with Internal Communications to draft messages to launch revised key policies and guidance.

**Record Management** - Under the direction of the Policy & Engagement Manager ensure clear filing system for policies and all related documentation, adhering to BTP records management requirements.

**Relationship management** — Establish effective working relationships across the People and Culture Directorate, in to manage conflicting priorities and manage expectations

**Team working** – Work collaboratively to achieve required results

**E. DECISION MAKING:**

**Make decisions**

Organisation and planning of own workload

**Significant say in decisions**

Standard of new and revised policies and associated documentation

Intranet page updates

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

**Internal**

People & Culture colleagues specifically, Deputy Director People & Culture, BTP2021 Organisational Support Programme team, Internal Communications, Policy & Engagement Manager, Technology department, Business stakeholders

**External**

External organisations to benchmark policies

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

**Essential Criteria:**

**Qualifications and Training:**

CIPD foundation level qualification or proven experience in a HR related role doing employee relations and HR policy tasks

**Experience:**

- Substantial experience in HR policy development within a HR policies and procedures specialist role
- Good working knowledge of employment law, and experience of contributing to project outcomes.
- Experience of consultation and negotiation processes in a public sector environment
- Extensive experience of the development, delivery and roll out of HR policies and procedures, including consultation/negotiation with trade unions
- Experience of successfully identifying appropriate communication channels to deliver information.
- Demonstrable experience of managing and championing change successfully.
- Significant experience of using Microsoft packages, including Word, PowerPoint and Outlook.
- Experience using Office 365, ideally to include OneDrive, OneNote and Forms
- Experience of working in a fast-paced changing, environment
- Demonstrable record of accomplishment of developing and implementing HR Initiatives to support organisational strategy and have a 'hands on' approach when the need arises.
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**Skills:**

- Good written communication skills with the ability to present information in a variety of formats in a clear and concise manner.
- Experience of prioritising, planning and organising workloads to manage expectations and deadlines.
- Ability to work on own initiative and as part of a team.
- Excellent drafting skills, including editing and proof-reading. Close attention to detail, with a high standards of literacy and grammar
- Ability to communicate with different with colleagues at different levels throughout the organisation
- Ability to gain the respect of colleagues and influence them effectively
- Strong presentation skills both oral and written
- The ability to write well is a key requirement as they will be responsible for writing regular updates,.
- Strong IT skills
- The ability to acquire knowledge rapidly in relation to unfamiliar or complex subject matters.
- Experience of successful matrix working to deliver outcomes

**Knowledge:**

- Working knowledge of current employment law legislation
- Awareness of the workings of a HR department and familiarity with its overall services

**Desired Criteria:**

**Qualifications and Training:**

MCIPD

**Experience:**

Similar role in a policing environment

**Skills:**

**Knowledge:**

- 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.*

This is a temporary role. Due to Programme timelines the postholder will to hit the ground running and quickly commence work

Occasional travel to other BTP throughout England, Scotland and Wales will be required and may include overnight stay

**I. AUTHORISATION DETAILS**

Prepared By: Pauline Okirie

Date: 17/07/2019

FHQ HoD: Kerry

McCafferty

Date: 19/07/2019

Evaluation Panel:

Date:

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