

## 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:	Portfolio HR Manager	Current Grade:	B004
Department:	Transformation Portfolio Group	Area:	FHQ
Reports To:	Business Change Lead	No of Posts:	1
Level of vetting:	Baseline	Post Number:	TBC

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

The HR Change Manager will play an integral role in overseeing the delivery of people based project activity associated with the B TP2021 portfolio of change. Reporting to the Business Change Lead and working closely with the HR Delivery Team, the role will blend knowledge of HR process and best practice with a clear understanding of the project management discipline.

They will provide professional advice and guidance on the people aspects of change and support the delivery of BTP2021 by coaching programme and project managers in people matters associated with the portfolio and working with HR colleagues to ensure implementation alignment between delivery teams and across the whole portfolio. Producing and implementing the people elements of the BTP change toolkit and governing the implementation of these across the portfolio, ensuring compliance with existing policies and legislation and that required consultation or negotiation processes are meaningfully undertaken.

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

#### Financial – Direct or Non-Direct

Direct: none

Non-Direct: Influencing the maximization of the outcomes achieved by the organisation's total project investments (capital and revenue budgets) c£80m over four years.

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

Direct: None

Non-direct: Influencing the activities undertaken by 5 x Engagement (Business Change) Managers (B003) to ensure that they act as a conduit between the HR Delivery Teams, the programme/project teams and the Change Network

#### Any Other Statistical Data

Planned programmes for delivery between 2018 and 2021 anticipated to make savings for BTP in excess of £31 million and manage the reinvestment of funds in a way that best supports operational policing.

It is anticipated that around 100 employees will be involved in the management and delivery of these change programmes and that they programmes will work alongside an external delivery partner.

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

Devise, implement and own the people and HR elements of the change management toolkit, coach programme and project teams on their use and ensure that they are applied consistently across the full portfolio of change.

Devise and own the portfolio people delivery plan ensuring key milestones are identified and communicated to key stakeholders, identify interdependencies or links between programmes and projects and avenues for limiting any negative people impacts. Work with the HR Delivery and project teams to ensure the delivery of key milestones on time and within budget, resource and policy.

Provide advice and guidance relating to HR and people matters associated with business case development, change management planning and project implementation. Interpreting and representing key HR policies, such as Supporting Employees through Change and Redeployment policies, acting as a point of contact for the programme and project teams and keeping the HR delivery team aware of any risks, issues or concerns.

Work with the HR delivery Team to ensure the correct HR participation in BTP2021 change projects, helping to ensure that local management are provided with support throughout implementation and that there is the correct level of focus on the people impact of any proposals and that agreed people processes and legislation is adhered to.

Coach, support, mentor and challenge programme and project teams in the application of change management processes and their impact upon people, provide advice and guidance on complex HR issues associated with the portfolio to minimise any potential risk.

Ensure that all relevant legislative requirements, including those relating to diversity, disability and Health and Safety are embedded in the development of project work and in all the advice provided to programme and project teams.

Take the lead on the central development and maintenance of good working relationships with our Trade Unions Partners and Staff Associations in relation to the BTP2021 portfolio of change.

Ensure that business as usual HR Delivery team are regularly updated on project activity and consulted on key decisions in a timely and proactive manner. Also, ensure the smooth and timely handover of project activity in to the business as usual HR Delivery team.

**E. DECISION MAKING:**

**Make decisions**

Interpretation of BTP HR policies, contracts of employment and impact upon each programme and project.

Interpretation of employment law, application to the programmes and projects, ensuring legal compliance and minimizing any risks of litigation

**Significant say in decisions**

Influence the approach that will be taken to the people elements of change management

Influence the approach programmes and projects take to the people elements of change management ensuring policy and legislative compliance.

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

**Internal**

Head of HR

HR Delivery Team

Specialist HR Managers

SRO's, Programme Leads, Programme Managers and Project Managers

Divisional Commanders And Divisional SMT

**External**

Trade unions and staff associations

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

**Essential Criteria:**

**Qualifications and Training:**

Educated to degree level of equivalent relevant work experience.

Chartered membership of the Chartered Institute of Personnel and Development (MCIPD).

A project management or change management qualification, or equivalent relevant work experience

**Experience:**

Experience of acting as a change agent, working proactively to make organisational change happen.

Experience of assisting with the delivery of large scale change programmes involving significant culture change across a dispersed organisation Experience of managing relationships with trade unions and staff associations through a period of significant change, including leading on negotiation and consultation processes.

Experience of coaching and consulting at a senior level, underpinned by a collaborative and supportive style of working and an ability to successfully manage relationships.

**Skills:**

Strong customer focus and proven ability to build productive relationships at all levels of the organisation.

Proven skills in influencing stakeholders, getting their buy-in

Effective change management communication skills

Demonstrable ability to shape forward plans, taking into account strategy, risks and impact

Excellent commercial acumen and understanding of business strategy and practices

**Knowledge:**

Excellent knowledge and understanding of employment law.

Knowledge of the spectrum of possible HR interventions and experience of delivering improved business results.

Demonstrate an in-depth knowledge of all HR disciplines, such as employee relations and staffing.

**Desired Criteria:**

**Qualifications and Training:**

Project management skills and experience.

**Experience:**

Experience of getting to know and understand the business and to identify how HR can best contribute to its success.

**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.*

The post holder will be required to travel throughout the country as part of their role..

**I. AUTHORISATION DETAILS**

Prepared By: Produced Colette Osborne and Miranda Smith Date: 06/06/2018

Area Commander /FHQ

HoD: Date:

Evaluation Panel: Date:

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