

## 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:	People Transformation Advisor	Current Grade:	B002
Department:	People and Culture	Area:	People and Development
Reports To:	People Transformation Business Partner	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*

Working with the People Transformation Business Partner to deliver a new organisational support model for HR services, which delivers a refocused approach to the employee life cycle, which adds value through strategic interventions.

Ensure the effective implementation of new systems, to support a move to a business partnering model of delivery, underpinned by effective and efficient transactional and business services.

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

#### Financial – Direct or Non-Direct

None

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

Direct -None Indirect- influence and tasking of any HR and project staff

#### Any Other Statistical Data

Responsible for accurate information in reports to a wide range of key stakeholders

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

Lead on aspects of the P&C review to re-design aspects of the employee lifecycle and increase the use of automation and self service

Work with P&C head of departments and operational stakeholders to design and implement new processes, challenging current ways of working and culture to ensure the new approach is in line with the new ways of working for Organisational Support

Develop and revise policies which support the new ways of working, working closely with SMEs to ensure they are fit for purpose.

Design, deliver and implement courses and workshops for P&C colleagues to embed the new ways of working ensuring consistency of approach across the organization.

Working closely with finance, commercial and estates colleagues to ensure all new processes and policies are aligned across the Organisational Support Programme.

Work with BTP HR colleagues to maintain knowledge of best practice & developments in HR and policing, developing self & colleagues to maintain up to date skills, approaches and solutions can be made available to divisions / functions to maximize performance.

Manage stakeholder / colleague relationships (internally & externally) so as to maximize the effectiveness of BTP & the HR function to ensure good reputation of both.

**E. DECISION MAKING:**

**Make decisions**

**Significant say in decisions**

Supports the People Transformation Business Partner in ensuring a strategically aligned and optimally performing a fit for purpose and holistic HR service model is delivered across BTP.

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

**Internal**

P&C 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:**

CIPD Level 5 qualified or equivalent experience.

**Experience:**

A successful track record in providing HR generalist work in a large, multi disciplined operational organisation. Broad 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.

Has contributed towards to the delivery of successful organisational, managerial and cultural change within a comparable organisation.

Demonstrable 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.

Experience of dealing with complex case management issues and coaching colleagues around these issues to enhance their professional development

**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 in their approach.

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

Strong customer service orientation.

**Knowledge:**

Significant HR generalist knowledge including good knowledge of UK employment legislation and case law.

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

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**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

Previous experience working in the police service.

**Skills:**

**Knowledge:**

Excellent knowledge of relevant policing 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: Amit Kanabar

Date: January 2020

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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