

**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:	HR Advisor	Current Grade:	B002
Department:	Corporate Resources	Area:	Various
Reports To:	HR Manager	No of Posts:	12
Level of vetting:	TBC	Post Number:	TBC

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

Deliver a caseload of HR work, 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 line managers and staff within BTP HR guidelines/policies/procedures and relevant legislative requirements.

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

None

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

HR Service and Support – provides 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.

Case Work – As directed by the HR Manager personally delivers work on a caseload of general 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.

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

Workforce Planning – As directed by the HR Manager, work collaboratively with Area(s) / FHQ SMT's/Other SMT and the Resourcing and Workforce Planning Team to develop and deliver an operationally aligned and intelligence based workforce plan 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 – works 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.

E. DECISION MAKING:

Make decisions

Significant say in decisions

Supports the HR Manager in ensuring an optimally performing generalist HR service to the Area / FHQ entity.

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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.

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

Essential Criteria:

Qualifications and Training:

CIPD qualified and working towards MCIPD status or equivalent experience.

Experience:

A successful track record in providing HR generalist work in a large, multi disciplined operational organisation. Experience of supporting the delivery of 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 in their approach.

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:

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

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

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NOT PROTECTIVELY MARKED

HR8:1.3

Version 1.2

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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