



ROLE PROFILE

Role Title	CTP NE Regional HR Advisor	Reporting to	CTP NE Regional HR Business Partner
Section	CTP NE Network Management	District/Department	CTP NE
Tenure		Rank/Grade	SO2

Part A – JOB DESCRIPTION

Overall purpose of role	To be responsible for the delivery of an efficient and effective professional customer focused Employee Relations/HR Service to all staff and managers in accordance with Force Objectives, Policy and Procedure and legislative requirements, across the 7 North East Forces.
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Key outputs for role –	
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.3. Advise and participate in the management of informal/formal people processes. This includes attending formal people meetings when required, Police Staff Capability and Limited duty panels. Providing support and advice on Discipline cases, Medical appeals, SMP and IRMP, Injury on Duty reviews, PDR's and Grievance and UPPs, Maternity/Paternity. At all times ensuring a consistent and professional approach when advising on the effective management of these cases.4. Manage and advise upon a range of people policies, for both Lead and Home Force (for seconded officers and staff), ensuring compliance with relevant legislation, including management guidance and standard documents.5. Manage the processing of Pay Appeals liaising with the CTP NE Regional HR Business Partner to ensure that the process is consistent and completed efficiently.6. Advise on police staff discipline, working with investigators in PSD ensuring a consistent and professional approach.7. Manage and maintain accurate and timely records of all activity through central information reporting and storage systems. Proactively analyse and report on HR management information in order to identify areas for improvement and provide expert support and advice in addressing these areas for improvement.8. Provide professional and expert advice, briefings, coaching and training in relation to people policies, processes, legislation and case law. Prepare high quality people reports for the CTP NE SLT and managers which demonstrate performance against agreed performance targets and which highlight risks and areas for improvement. Liaise with the CTP NE Regional HR Business Partner to identify action plans to address any exceptions to agreed targets.9. Interpret and advise upon employment legislation, Police Regulations and Police Staff Terms and Conditions of Service (PSC), providing support to line managers to ensure quality decision making, compliance with legislative requirements and recognition of good practice.10. Undertake any other HR work as directed including working at different locations in order to provide business continuity and to enable the CTP NE HR team as a whole to fulfil Regional needs.	

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Line Management of HR Assistants
- Provide HR support and advice to officers and staff across the CTP NE Region.
- Responsibility for ensuring that Personnel records are maintained in accordance with data protection legislation and Force requirements.
- Responsible for the FTE establishment of around 570 Police Officers and Police Staff – WYP employees, Seconded, TUPE, Transfers
- A range of computer software – HR Information Systems, Microsoft Office
- Give advice and direction in accordance with Police Regulations, Police Pension Regulations, and Police Staff Conditions of Service, Force Policies and procedures and current employment legislation.

Work/Business contacts

Internal: All ranks of police officers and staff and Trade Unions, Staff Associations and Support Groups. Legal, Professional Standards Department and other internal departments to exchange information.

External: Organisations such as: Chartered Institute of Personnel and Development (CIPD), Advisory, Conciliation and Arbitration Service (ACAS), Access to Work and other Police Forces for advice and guidance.

Expertise in Role Required (At selection - Level 1)**Essential or Desirable**

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| • CIPD Qualified to level 5. | Essential |
| • Proven experience of working within a HR function and a proven ability in applying employment legislation and advising managers on a diverse range of HR issues | Essential |
| • Excellent communication skills; both written and verbal | Essential |
| • Previous experience of advising on HR complex cases, and providing people related advice and guidance to line managers/customers/ | Essential |
| • Good knowledge of IT systems and the ability to use computer packages such as Microsoft Office. | Essential |
| • Previous experience of using computer packages to obtain management information data. | Essential |

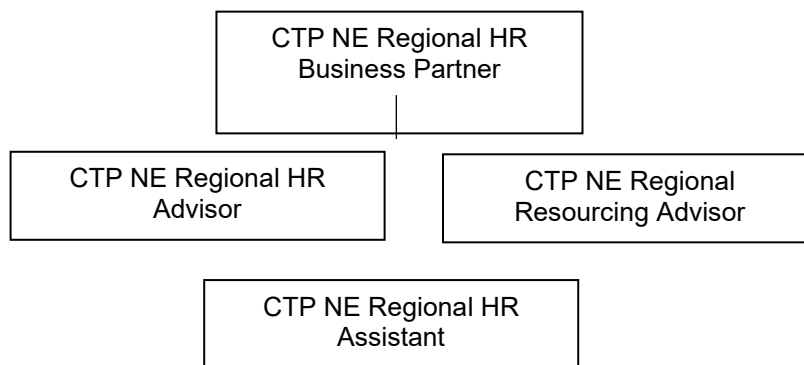
Other (Physical, mobility, local conditions)

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| • Has the ability to travel locally, regionally and nationally | Essential |
| • Has access to a motor vehicle and is prepared to use it for business purposes | Desirable |
| • Ability to successfully achieve an enhanced level of vetting | Essential |

Expertise in Role - After initial development - Level 2

- Knowledge of the organisational infrastructure of West Yorkshire Police, as Lead Force for CTP NE.
- Knowledge of the CTP NE HR delivery infrastructure.
- Working knowledge and successful application of People Policies and Procedures
- Can provide effective training, coaching and briefing sessions on a range of HR subjects

Structure



PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 2- Supervisor/Middle Manager

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Is recognised as an expert source of advice on a range of People Policies and Procedures
- Has provided effective training, coaching and briefing sessions on a range of HR subjects

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to buildings where based
Vetting Level	MV & SC
Date accepted as a role profile	