ROLE PROFILE

COUNTER TERRORISM POLICING
NORTH EAST

Role Title	CTP NE Regional HR Assistant	**Reporting to**	CTP NE Regional Resourcing Advisor/ CTP NE Regional HR Advisor
Section	CTP NE Network Management	**District/Department**	CTP NE
Tenure		**Rank/Grade**	Scale 5

Part A – JOB DESCRIPTION

Overall purpose of role	Deliver a comprehensive and professional customer focused HR service to all staff and Managers across the CTP NE in accordance with the Unit Objectives, Force Policy and Procedure and legislative requirements

Key outputs for role –

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. Provide technical advice, guidance and support to line managers and staff through the initial stages of People processes ensuring that cases are managed appropriately and effectively.

3. Interpret and advise on Force policies and procedures, Employment Legislation, Police Regulations and Police Staff Terms and Conditions of Service (PSC) ensuring managers understand their responsibilities.

4. Provide people related management information and generate people related reports, undertake and communicate the results of dip sampling and chase updates, information and progress reports in order that an efficient and effective service is provided.

5. Administer the process and resourcing steps as required (including providing the first point of contact for candidates in order to promote the CTP NE brand, advertising, shortlisting, interviewing, assessment, communication with applicants and the writing of acceptance/rejection letters) for all applications processes.

6. Responsible for recording and administering all information in respect of staff absence, officer and staff assignment changes and other people related processes and procedures including: on and off- boarding processes, maternity/paternity, reasonable adjustments and Limited and Restricted duties, to ensure HR systems are maintained in an accurate and timely fashion

7. Coaching and guiding managers in the completion of OH referrals, and monitoring OH portal to ensure any actions are completed in a timely and efficient manner.

8. Responsible for processing and co-ordinating accurately all resignations, retirements, maternity leave, paternity leave, career breaks and probation reviews in accordance with Force Policy highlighting any which may require formal action to the HR or Resourcing Advisor.

9. Undertake any other HR work as directed including working at different locations in order to provide business continuity and to enable the HR team as a whole to fulfil force-wide and Regional needs.

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

- Responsibility for ensuring that Personnel records are maintained in accordance with data protection legislation and Force requirements.

- 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.
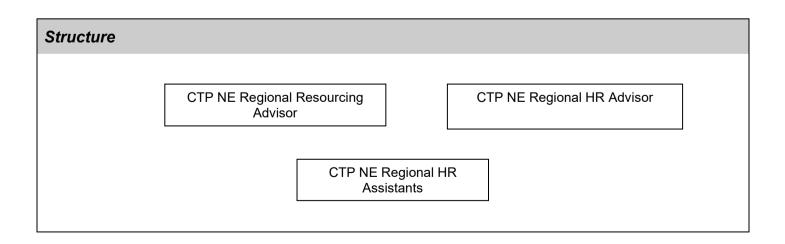
Work/Business contacts	
Internal:	All ranks of police officers and staff to advise, Police Federation, Staff Associations and Training and Development Centre to exchange information. Senior Officers, police officers and staff force, regional and national to exchange information, NCTPHQ and its depts.
External:	Other Forces, other public sector organisations in partnership with the police, Home Office, HMIC, Solicitors, Employment Tribunals, Police Negotiating Board & Police Staff Council, ACAS, CIPD, Access to Work.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
Proven experience of working within a HR function and a proven ability in applying employment legislation, people policies, procedures and advising managers on a diverse range of HR issues	Essential
Working knowledge of on boarding processes and procedures	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
Ability to interpret and provide advice on complex policies and regulations	Desirable
Studying towards or holds CIPD level 5	Desirable

Other (Physical, mobility, local conditions)	
• 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

• Has achieved a Level 5 Chartered Institute of Personnel and Development qualifiction

• Knowledge of the organisational infrastructure of CTP NE and West Yorkshire Police

• Working knowledge and successful application of People Policies and Procedures

  Detailed knowledge of HR Information system and Discoverer and has the ability to operate and interrogate the system

Structure

```
┌─────────────────────────────┐        ┌─────────────────────────────┐
│ CTP NE Regional Resourcing  │        │  CTP NE Regional HR Advisor │
│          Advisor            │        │                             │
└─────────────────────────────┘        └─────────────────────────────┘

            ┌─────────────────────────┐
            │    CTP NE Regional HR   │
            │        Assistants       │
            └─────────────────────────┘
```

PART B – COMPETENCIES & VALUES

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)
• Hold a Level 5 Chartered Institute of Personnel and Development qualification
• Detailed knowledge and successful application of People Policies and Procedures
• Has identified and utilised good practice within the police service and from external organisations to improve the HR function
• Is recognised as an expert source of advice on People Procedures and Practices
• Has delivered improvements in areas such as People Processes, Attendance Management, Management Development, etc.

PART D - ACCESS & VETTING

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