



## ROLE PROFILE

<b>Role Title</b>	Employee Relations Specialist (Reward and Recognition)	<b>Reporting to</b>	Assistant Head of Employee Relations
<b>Section</b>	Employee Relations	<b>District/Department</b>	People Directorate
<b>Tenure</b>		<b>Rank/Grade</b>	POB

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To be the knowledgeable subject expert in respect of the reward and recognition agenda within the People Directorate, overseeing, facilitating and co-ordinating the effective delivery of the recognised Job Evaluation process and wider Hay methodology framework, whilst contributing to the development of wider pay, reward and benefits strategies.
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#### 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. Establish and maintain an effective performance management framework to allow the monitoring and reporting of quality of service, anomalies volume, timescales and financial impact of the Hay and market factor processes.
3. To act as the Force lead in relation to reward and recognition. Ensure the Hay evaluation process and market factor panel frameworks are managed effectively, ensuring an effective and professional service delivery. Manage and support the learning and development of colleagues to ensure a ready pipeline of staff into the specialist function area. Monitor workloads and provide support, expert advice, coaching and guidance to enable the delivery of an effective Job Evaluation process.
4. Act as subject expert within the team on a particular specialist area of knowledge, maintaining a thorough understanding of current and forthcoming regulations, case law and emerging best practice. Provide appropriate specialist briefings to People Directorate colleagues covering specialist HR processes, policies, terms and conditions and their underpinning rationale, including legislation and case law, by maintaining a strong working knowledge of current and forthcoming legal matters and emerging best practice, in order to ensure that an effective and appropriate level of knowledge exists across the ER function.
5. Design, develop, consult upon and gain approval for an assigned portfolio of effective People Policies, ensuring that every policy is Equality Impact Assessed and backed up with a complete and comprehensive toolkit in order to enable efficient, consistent and effective management of people resources across the Force and to ensure the Force complies with its statutory duties.
6. As subject matter expert provide detailed, technical and expert advice to senior leadership colleagues and managers, providing coaching and training in relation to the Job Evaluation process, associated procedures and assigned People policies, legislation and case law. Prepare high quality People reports for the People Senior Leadership Team as directed by the Assistant Head of Employee Relations.
7. Contribute to the formulation of reward, recognition and benefits strategies, aligned to the aims and objectives within the Forces Resourcing and Retention Strategy and wider People Strategy, developing and reviewing the enabling procedures and policies to ensure they are up to date and continually meet the wider needs of the organisation.
8. Keep abreast of other public sector and private sector reward and recognition schemes including undertaking benchmarking with colleagues from other Forces and organisations to identify areas for improvement and best practice relating to the reward and recognition agenda.
9. Contribute to an effective process of negotiation and consultation with Trade Unions and Staff Associations, participating in formal consultation and informal meetings as required and establishing and maintaining effective working relationships.
10. Foster a culture of continuous improvement of systems, processes and service standards e.g. monitoring, completing quality assurance checks, and proposing solutions for improvements, in order to ensure the validity of the job evaluation process and that the Force meets its statutory duties and delivers quality and value for money.
11. Undertake any other People work as directed, including working at different locations in order to provide business continuity and to enable the Employee Relations team as a whole to fulfil force-wide needs.

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

- Number of direct reports up to 1
- As one of a wider team of Senior Employee Relations Advisors provide specialist HR support and advice to officers and staff across the Force
- Remit to cover any specialist area as determined by the Assistant Head of Employee Relations

**Work/Business contacts**

**Internal:** All ranks of police officers and staff including Chief Officer Team and senior Officers and Staff to advise. Trade Unions, Staff Associations, and Support Groups to exchange information, advice and support.

**External:** Home Office, Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services, College of Policing, Professional Bodies, Other Police Forces

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

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|--|-----------|
| • Chartered Member of the Institute of Personnel and Development MCIPD and/or qualified to CIPD level 7  | Essential |
| • Significant experience in relation to reward and recognition.  | Essential |
| • Proven ability to advice managers and senior leaders in respect of reward and recognition.   | Essential |
| • Experience of policy design and development  | Essential |
| • Excellent communication skills; both written and verbal  | Essential |
| • Proven experience of consulting and negotiating with Trade Unions and Staff Associations   | Essential |
| • In-depth experience and knowledge of HR best practice and employment legislation relating to reward and remunerations (including Hay job evaluation) | Essential |
| • Previous managerial experience   | Desirable |
| • Previous experience of developing and delivering training/coaching to managers at all levels   | Essential |
| • Ability and willingness to complete the Hay Job Evaluation training course   | Essential |

**Other (Physical, mobility, local conditions)**

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|--|-----------|
| • Has the ability to travel around the Force area                                | Essential |
| • Has access to a motor vehicle and is prepared to use it for business purposes. | Desirable |

**Expertise in Role - After initial development - Level 2**

- Detailed knowledge, experience and application of Police Regulations, terms and conditions, policies and procedures for police officers and staff
- Has completed the Hay Job Evaluation training course
- Has detailed and up to date knowledge of best professional practice and changes in assigned specialist area
- Has detailed knowledge of the organisational infrastructure of West Yorkshire Police.
- Has developed an in-depth knowledge of the assigned specialist area including both statute and case law, regulatory requirements and best practice standards.
- Has established effective working relationships with the Trade Unions and Staff Associations
- Has successfully provided training, coaching and briefings on specialist areas.

- Has successfully delivered and contributed to the formulation of reward, recognition and benefits strategies in support of the ambitions as detailed within the wider people strategies.

## Structure

Assistant Head of Employee Relations

Employee Relations Specialist (Reward  
and Recognition)  
Employee Relations Reward and Recognition Assistant

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

### Select one level

Level 2- Supervisor/Middle Manager

## PART C - DEVELOPMENT OF ROLE

### Expertise in Role (Advanced - Level 3)

- Has been actively and successfully involved with the development and implementation of corporate initiatives.
- Has delivered significant organisational efficiency benefits through HR policy and process redesign
- Has contributed to the development of a skilled and highly competent Employee Relations team.
- Good working knowledge of broader generalist HR best practice, legislation and Force policies, beyond the specialism currently assigned.
- Has prepared for and attended a market factor panel
- Has facilitated at a job evaluation panel

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to buildings where based
<b>Vetting Level</b>	Recruitment Vetting
<b>Date accepted as a role profile</b>	19 <sup>th</sup> July 2022