



Role Title	Resourcing Assistant	Reporting to	Resourcing Officer
Section	Resourcing	District/Department	Human Resources
Tenure	N/A	Rank/Grade	Scale 3

Part A – JOB DESCRIPTION

Overall purpose of role	To provide support to all managers and staff in respect of the activities of Resourcing and to provide an effective end to end process for the recruitment and deployment of police officers, police staff, specials and volunteers.
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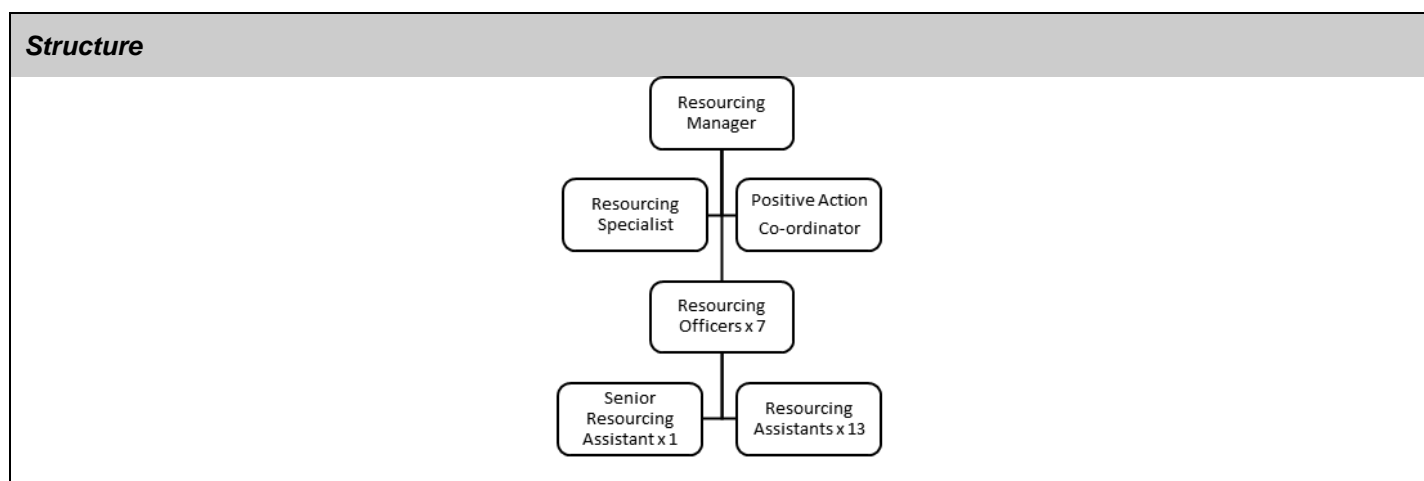
Key outputs for role –	
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. Provide a first point of contact for candidates and assist candidates with any application queries to assist with the promotion of the West Yorkshire Police brand.3. Administer and process the resourcing steps as required (including advertising, short listing, interviewing, assessment, arrangement of vetting, communication with HR teams in the clusters, communication with applicants and the writing of acceptance or rejection letters) for all applications and promotions for assigned areas or processes of responsibility for police officers, police staff, specials and volunteers to meet the needs of the Force.4. Prepare and issue letters of appointment, statements of particulars (Contracts of Employment) and induction papers for all new police staff starters across the Force.5. Administer and process the resourcing steps, including the exit interview process, as required for police officers and staff leaving the Force on the grounds of retirement, Regulation A19 and all other reasons.6. Update and maintain computer databases to ensure that the Force has an accurate and up to date record of postings, promotions, temporary promotions, succession plans, transfer requests and tenures and understands the numbers of police officers, police staff, specials and volunteers to assist with profiling the workforce mix.7. Undertake skills matching to provide an efficient and effective service to redeploy officers and staff affected by organisational change or other formal HR processes, in order to deliver change economically and comply with legislative requirements.8. Provide a HR support function for seconded officers and staff of all ranks, maintain contact and provide administrative support during their secondment and assist in their return to Force.9. To 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 needs.	

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• A clear understanding and working knowledge of Policies and Procedures relating to the section, in order to deal effectively with general queries.• Diverse range of activities involving short term and long term projects and assisting in the delivery of a professional service to customers.

Work/Business contacts
Internal: All ranks of Police Officers and Police Staff. Follow instructions of the Senior Resourcing Assistant who controls the work flow in the team.
External: Other forces, Home Office, NCS, NCIS, College of Policing, public, advertising agencies, other Forces, Home Office, SOCA and other secondment organisations.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Has basic knowledge gained through experience of HR and/or administration work	Essential
• Has basic knowledge of and is able to use a range of computer packages including Microsoft Office.	Essential
• Basic knowledge of HR Policies and Procedures.	Desirable
Other (Physical, mobility, local conditions)	
• Is willing to work in any post appropriate to the grade at such other place within the Force as may be reasonably required.	Essential
• Has the ability to travel around the Force area.	Essential
• Has full current UK/European Driving Licence.	Desirable
• Has access to a motor vehicle and is prepared to use it for business purposes.	Desirable

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> • Basic knowledge of West Yorkshire Police structure, HR policies and procedures. • Basic knowledge of the role of the resourcing team and its interaction with other aspects of HR and the Force. • Has demonstrated an ability to successfully operate relevant computer software systems, e.g. HR System, Email and PowerPoint.



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 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced – Level 3)

- Detailed knowledge of the organisation infrastructure of West Yorkshire Police
- Detailed knowledge and successful application of Personnel Policies and Procedures
- Has established an effective working relationship with key customers and stakeholders in the Force
- Has successfully implemented business processes in the order to deliver an effective support service
- Is recognised by customers as a professional member of the team with a detailed knowledge of West Yorkshire Police policies and procedures and is able to provide advice on resourcing issues.

PART D – ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone Access)	Perimeter access to police buildings where based
Vetting Level	Recruitment Vetting
Date accepted as Role Profile	2016