



Job Description

Title – Senior HR Business Partner – HR Operations

Date – January 2023

Post Number:	RO58
Grade /Scale:	PO46
Weekly Hours:	37
Department:	Human Resources (HR)
Status:	Established
Responsible To:	Head of Human Resources
Responsible for:	HR Business Partners/ HR Practitioners/ HR Administrators
Location Work base:	Leicestershire Police FHQ, Enderby, Leicester LE19 2BX
Job Role /Purpose:	<p>The People Strategy vision for Team Leicestershire is to be:</p> <ul style="list-style-type: none">• A motivated, engaged, supported and inclusive workforce with the right mix of skills and capabilities• Who deliver Our Duty and efficient & effective policing <p>It also supports delivery of the PCC's Police and Crime Plan priorities.</p> <p>The Senior HR Business Partner will lead a generalist HR team 'HR Operations' that partners with senior Force leads to deliver a customer focussed HR service to the workforce of Team Leicestershire. It is indirectly accountable for the advice and support provided to individual members of Team Leicestershire through the HR Shared Service Centre</p> <ul style="list-style-type: none">❖ Work as part of the HR Senior Leadership Team to provide visible leadership and strategic direction to the HR Operations team.❖ Adopt a continuous improvement mindset including using data and technology to enhance and optimise the HR Service.❖ Oversee police staff recruitment, business change, performance and attendance management to ensure the Force has a workforce which is appropriately staffed, skilled and structured to deliver the Force's objectives in a changing and challenging external environment.
Contacts:	Chief Officers; Senior Managers in Force, Staff networks; Trade Unions and Staff Associations, College of Policing; HR Shared Service Centre; Regional Legal Services; Commercial organisations; 3 rd party suppliers; Other Forces; CIPD Police Forum.
Health and Safety:	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to

protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.

Equality and Diversity Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

1. To be a chartered member of the Chartered Institute of Personnel and Development (CIPD) or demonstrate equivalent experience and expertise of working at that level and be able to attain membership.
2. Educated to a degree level or hold an equivalent qualification or demonstrate equivalent experience at working at that level.

Work Experience:

3. Significant experience of working in a generalist managerial HR role, partnering with key stakeholders in a large, complex multi-faceted organisation to deliver a customer focused service
4. Demonstrate broad knowledge & experience of employment legislation and the Equality Act and its practical application in the workplace.
5. Experience of working as a part of a departmental senior leadership team
6. Significant experience of leading and developing teams in a changing and challenging environment
7. Experience of working within budgets and offering innovative solutions to deliver cost efficiencies
8. Experience of analysing and using data to drive improvement in service outcomes, preparing and presenting high quality complex reports to senior stakeholders
9. Experience of designing and contributing to sustainable organisational change and service improvement in a challenging environment, at pace

Personal / Interpersonal Skills, Aptitudes:

10. Able to communicate confidently and effectively at all levels with the ability to influence and negotiate positively with Senior Managers, (internal & external) Employees, Trade Unions & Staff Associations
11. Demonstrate experience of taking responsibility for decisions of a complex nature providing options and solutions to key stakeholders across the organisation
12. Effectively manage and prioritise a varied workload for yourself and your team, whilst working to tight deadlines

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education (including qualifications):

- To be a Chartered Fellow of the Chartered Institute of Personnel and Development
- An understanding of current issues and challenges of supporting people in policing

Work Experience:

- Experience of working as a senior HR professional in the Police Service with knowledge of Police Regulations and Police Staff Pay & Conditions of Service
- Demonstrate experience of working within an outsourced/shared service framework

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

- To lead, develop & coach a team of generalist HR Business Partners and Practitioners to ensure successful delivery of a wide-reaching HR partnering service.
- As a member of the HR Senior Leadership Team, contribute to the development and performance of the HR service. Provide advice and direction in the resolution of complex & sensitive cases ensuring that diversity matters are taken into consideration.
- Ensure the correct application of HR Policies/Procedures/Processes by your team alongside UK employment legislation, Police Staff Terms and Conditions and Police Regulations in Leicestershire and regional units where Leicestershire is the lead employer.
- Lead on HR advice regarding change management giving consideration to issues such as redundancy, restructuring, redeployment, equal opportunities and other legal implications (including TUPE).
- Lead on agreed projects and research work in relation to HR and organisational development initiatives and implement schemes and initiatives as appropriate.
- Ensure the provision of value added, efficient customer focused HR service through the HR Shared Service Centre
- Take responsibility for informing Force audits, gathering and analysing management data, making recommendations and implementing timely and effective actions to enable business improvement and mitigate risk
- Responsible for managing Risk from strategic HR matters
- Take ownership of the development of business processes relating to your area of expertise, monitoring review and amendment as necessary.

Management/Leadership:

- Manage and oversee the management of complex HR matters including business change, medical retirements, misconduct, performance management
- Provide strategic advice on employment matters in the context of employment legislation, directing the provision of legal advice.
- Proactively seek ways to improve the HR service and to optimise efficiency and effectiveness within Leicestershire and in partnership with the outsourced HR Shared Service.
- To provide clear, visible, and supportive leadership of the HR Operations team, including development, setting and monitoring of team and personal objectives
- Use appropriate planning mechanisms for the force and plan the effective use of resources to meet the business plan.
- Undertake consultations with Trade Unions and Staff Associations' officials and attend committees and other groups as directed by your line manager
- Responsible for the effective management of all Health and Safety issues for yourself and your team, in accordance with the Force Health and Safety Policy.

Communication:

- Ensure effective communications are in place to advise managers and staff of changes in legislation, working practise and HR initiatives.
- Prepare and present high quality and complex reports and attend senior stakeholder meetings as required by the Head of HR.
- Liaise with regional Forces, agencies, individuals and professional bodies
- Develop and commission appropriate training for staff in relation to HR matters.

Administration:

- Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

Other:

- Be flexible in terms of working location and to work across the Force area as necessary

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity
Impartiality
Transparency
Social responsibility

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

1) Please select one - Recruitment Vetting (RV)

Date line manager checked vetting level needed: [INSERT]

Car User: Yes

