

# JOB DESCRIPTION



<b>Role title:</b>	Senior HR Advisor
<b>Grade and salary:</b>	H £28,359- £35,307 (SCP 28- 35) Pro rata (Part time) Career progression scheme applies
<b>Hours:</b>	Full time and part time opportunities available
<b>Department or Division:</b>	HR
<b>Location:</b>	Force HQ, Ripley, DE5 3RS This role is classed as an agile worker, which means working at other sites or from home on occasion.
<b>Post reports to:</b>	HR Case Manager
<b>Suitable for job share or part-time:</b>	Suitable for Part Time, Job Share and Flexi Time.
<b>Other considerations:</b>	The contractual base for the post is Force HQ, there is a requirement to travel across the county on a regular basis.

## PURPOSE AND DESCRIPTION OF JOB ROLE:

The role is key in providing HR support and advice in relation a number of key HR processes and procedures.

## SPECIFIC ROLES AND RESPONSIBILITIES:

### Specific Roles and Responsibilities:

- To be responsible for day to day core HR activities ensuring best practice, HR and legal compliance including dispute, employee relations and performance.
- To provide advice, guidance and case management in respect of Attendance Management issues, performance, discipline and dispute issues and support the management of cases as required, including attendance at possible termination hearings.
- To provide proactive HR and employee relations support to managers.
- To provide advice and guidance on HR policies, legislation and terms & conditions of service to line managers and members of staff.
- Research, prepare and present reports, identifying themes and trends. You may be required to feedback or present to senior management.

- Undertake the role of grievance investigating officer and grievance panel member.
- Establishing and maintaining consultation and negotiation with managers, staff association and members of staff.
- Responsibility for implementing the Force's Wellbeing Strategy, including project work.
- Uphold the Force Values.

## SKILLS AND EXPERIENCE REQUIRED:

### Essential:

- Level 5 qualification in Human Resource Management (or relevant equivalent qualification).
- Experience of providing HR advice and guidance to managers and senior managers.
- Experience of research and analysis of information.
- Demonstrate knowledge and understanding of employment legislation.
- Excellent IT skills.
- Experience in successfully implementing HR projects.
- There is a requirement to travel around the East Midlands region for which access to own transport is required.

### Desirable:

- Experience of chairing meetings.
- Experience of consulting and negotiating with staff associations.
- Experience of sitting on possible termination panels.

## PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how everyone understands what is expected of them in their day-to-day work:

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

**Working with others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem solving and innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating and influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational and technical awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.