



## **JOB DESCRIPTION**

**Title – HR Practitioner**

---

<b>Post Number:</b>	RE130
<b>Grade:</b>	SO1 £31,334 - £33,348 (SCP 25 – 27) Pro rata
<b>Weekly Hours:</b>	22.2
<b>Department:</b>	Human Resources (HR)
<b>Status:</b>	Established
<b>Responsible To:</b>	HR Business Partner
<b>Responsible for:</b>	None
<b>Job Role /Purpose:</b>	To support your HR Business Partner in achieving business objectives by providing an effective, pro-active and efficient HR service. Provision of operational HR support & advice. Ensuring effective customer service delivery by the timely production of key work tasks to achieve the targets set out in the Business Plan / Corporate Objectives. Effective case management relating to HR deliverables, including UPP/Incapability up to and including Stage 1, ensuring effective advice regarding corporate application of absence management strategy and Sickness Procedures. At all times support the Force Values and operational application of HR deliverables are integrated with Our Duty principles.
<b>Contacts:</b>	Chief Officers; Officers of the Police & Crime Commissioner; Regional Units, Senior Managers; All levels of Officers & Staff including Specials and Volunteers; Trade Unions; Staff Associations; Regional Police Units; External agencies; Other Forces; Other public bodies and members of the community
<b>Health and Safety:</b>	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.
<b>Equality and Diversity:</b>	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.*

**Essential knowledge:**

- Be a member of the Chartered Institute of Personnel and Development and hold a Level 5 CIPD or HR qualification.

**Work Experience:**

- Experience of using initiative to pro-actively support a HR Business Partner or HR Manager within change programmes.
- Considerable experience of providing accurate, detailed advice and guidance both written and verbal, to managers and individuals at all levels on a wide range of generalist HR issues, varying in complexity.
- To be able to apply legislation, Policy and Procedure and advising & influencing diverse levels of management, in line with role.
- Experience of research and clear explanation of findings in an appropriate format to all levels.
- Able to deal with sensitive personnel situations, requiring exceptional communication skills.
- To have used a HR Management Information system, including input, search and retrieval.

**Personal / Interpersonal Skills, Aptitudes:**

- Able to show an understanding of the Equality Act 2010 and its application when dealing with diverse situations.
- Have knowledge of and understanding of issues relating to Data Protection Act 1998, Computer Misuse Act 1990, Freedom of Information Act 2000.

**Special Skills:**

- Knowledge of Microsoft Office products especially Excel, Word and PowerPoint.
- Ability and willingness to travel throughout the East Midlands Region for business purposes \*

*\*reasonable adjustments considered under the Equality Act 2010*

**DESIRABLE CRITERIA**

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

**Knowledge:**

- To be a Chartered member of CIPD and to be qualified to Level 7 CIPD.

## **CORE RESPONSIBILITIES/ ACCOUNTABILITIES**

### **Operational:**

Provide advice as appropriate to role with regard to employment law, policy, reward and remuneration, workforce planning and recruitment within the Region.

Interpretation and implementation of Police Regulations and Police Staff Pay & Conditions of Service.

Proactively seek ways to improve the HR service and to optimise efficiencies in line with personal and team continuous improvements.

Undertake work streams relating to H1, pensions, medical retirements, misconduct, UAP/UPP processes.

Provide support to the HR Business Partner in relation to change management taking into consideration issues such as redundancy, restructuring, redeployment, equal opportunities and TUPE.

Provide support to managers and individuals as required on new and updated policies/procedures and initiatives; ensuring effective communication when disseminating new information.

Provide advice to managers on the Job Evaluation process, ensuring consistency and fairness across Leicestershire Police.

Advise and guide managers in relation to HR Post Authorisation and resultant recruitment processes, participating as and when required.

To identify requirement for and facilitate provision of mediation and / or coaching in specific situations.

Ensure timely and accurate production of information / data for the HR Business Partner. Attendance at Senior Management Team Meetings in the absence of the HRBP, or as required.

### **Management/Leadership:**

Delivery of effective day to day management of the organisation, by providing specialist operational HR advice and knowledge across the Region, in order to support achievement of organisational objectives and enable compliance with organisational policy.

### **Communication:**

Ensure effective relationships and communication is intact advising managers and staff of changes in legislation, working practise and HR initiatives.

**POLICE – STAFF**

**Administration:**

Work with the Administration team to ensure emails and phone calls are answered, and mailboxes are cleared.

Maintain Active Resource Management spreadsheets.

**General:**

Champion diversity and the application of the Equalities Act along with Force values and 'Our Duty' working towards eliminating discrimination and promoting open & ethical values within the workforce.

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

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

Be flexible in terms of working location and to work across the East Midlands Region and Force area as necessary.

---

**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  
Public Service

---

**OTHER**

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

1) Recruitment Vetting (RV)

---