



Job Description

Title – HR Practitioner

Version - 1 Date - March 2018

Post Number:	XS214
Grade /Scale:	5/6
Weekly Hours:	37
Department:	EMSOU
Status:	Permanent
Responsible To:	HR Officer
Responsible for:	N/A
Location Work base:	Junction 27
Job Role /Purpose:	To support your Head of Unit in achieving business objectives by providing an effective, proactive and efficient HR service
Contacts:	Chief Officers; Senior Managers; External agencies; 3 rd party suppliers; Other Forces; Other public bodies and members of the community.
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):

- To have completed the Foundation Level 3 in Human Resources or be prepared to study and gain this qualification within 2 years of appointment (successful applicant will be required to self-fund this qualification).

Work Experience:

Demonstrate your ability or experience in

- Working in an HR environment or similar gaining exposure to, and an understanding of, core HR deliverables
- Experience of advising managers on HR issues including attendance manager, performance, grievance matters
- Using initiative and take responsibility for decisions within the parameters of your remit to overcome customer enquiries, technical and staff issues

- Research, interpretation and presentation of findings including recommendations to management
- Working effectively as part of a team in order to optimise team performance and service provision.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate your ability to:

- Utilise highly developed verbal, written and interpersonal skills, to communicate confidently and effectively at all levels, influencing and negotiating with others positively, whilst maintaining good working relationships with a diverse range of people
- Demonstrate a level of awareness of diversity issues appropriate to this role

Special Skills:

- Demonstrate your ability to interpret legislation, regulations, and a range of terms and conditions.
- Demonstrate knowledge of Microsoft Office products especially advanced Excel, Word and PowerPoint.
- Demonstrate your ability to write reports, presenting work results in a structured and organised manner.
- Demonstrate experience of using an HR Management Information System

Other:

NA

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

Desirable Criteria

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

Knowledge/ Education (including qualifications):

Be a graduate member of the CIPD or equivalent.

Work Experience:

NA

Personal / Interpersonal Skills, Aptitudes:

NA

Special Skills:

Have experience of using Oracle HR database

Other:

NA

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

Core Responsibilities/ Accountabilities

Operational:

- Assist with review and development of policies, procedures, processes and terms and conditions, relevant to your area of work, to ensure compliance with the Constabulary's legal obligations are
- Proactively identify and develop initiatives to support the HR business including continuous monitoring and evaluation of all processes undertaken by your unit, suggesting changes to ensure efficient support for the Force.
- Undertake research relevant to Police Staff Terms and Conditions, Police Regulations and other issues as required
- Ensure effective statistical filing and retrieval systems are in place for all matters relating to work of your Unit.
- To prepare meaningful management reports using complex management data from a number of resources.
- Provide support and organisational and professional input in relation to HR Projects as directed by your Line Manager.
- Respond to requests for information from internal and external agencies i.e.; HMIC, Home Office, which may include collation of relevant information, liaison with Police Officers, Staff, Unions and Staff Associations.
- Be a Key User of the HR Management Information System (NSPIS) and support your senior colleagues in data input, search and retrieval .
- Produce accurate monthly reports and statistics, including Equal Opportunities monitoring, and departmental figures for performance and response times.
- Think clearly and analyse problems into component parts in order to develop effective solutions, using various techniques including research, interpretation and presentation of findings including recommendations to management
- Assist where appropriate, to scrutinise contracts to ensure that they meet employment legislation and business need.
- To be responsible for managing the establishment on behalf of the leadership team ensuring information on funding sources and establishment of posts are accurate and persons assigned from the current force.

Management/Leadership:

- Think creatively to resolve complex customer enquiries
- Ensure effective quality control measures are in place to monitor the efficiency, accuracy and effectiveness of work produced by you
- Encourage team working, peer support and networking to stimulate and motivate personal responsibility, accountability and pride in the department.
- Ensure diversity practice is threaded through the work of your section and that your team embraces good diversity practice.
- 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
- Represent management in consultation with Trade Unions and Staff Associations, and on committees or other groups as directed by your line manager

Technical:

NA

Communication:

POLICE – STAFF

- Ensure effective communications are in place informed of changes in legislation, working practise, new members of the Department, Unit issues and successes.
- Provide first point of contact advice and guidance relating to Police Staff Terms and Conditions and Police Regulations and other HR matters
- Attend meetings as directed by your line manager, ensuring feedback of pertinent information to enable future action

Administration:

NA

General:

- Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people
- Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
- Be flexible in terms of working location and be prepared to work temporarily at other locations

Other:

NA

** 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) ☒ or Management Vetting (MV)
- 2) Please select one - Counter Terrorist Checks (CTC) ☒ or Security Check (SC)
- 3) Please select one - Developed Vetting (DV) or N/A ☒

Date line manager checked vetting level needed :

Car User: Yes ☒ / No - Essential /Casual Allowance {per mile / day etc}: Casual use

Budgetary Management: Yes / No ☒ Budget Value approximate value £ N/A

Additional Information: N/A

Reasonable adjustments

Please enter text here

Organisation Chart

Head of HR
Derby/Leicester

HR Officer

HR Practitioner