

JOB DESCRIPTION



Role title:	HR Administrator
Grade and salary:	D £21,018-£25,353 SCP 14-22 (pro rata for part-time)
Hours:	37 per week – Monday-Friday
Department or Division:	Human Resources – Workforce Planning
Location:	Force Headquarters
Post reports to:	Workforce Analyst Manager
Suitable for job share or part-time:	Yes
Other considerations:	<p>The post holder will be required to achieve and maintain vetting to RV security clearance level.</p> <p>Please note that, due to the nature of security checks undertaken, applicants must have 3 years continuous residency in the UK up to the date of the application.</p> <p>The role is based at Force Headquarters however there will be a requirement to travel around the County therefore access to transport is required.</p> <p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p>
Date last reviewed:	February 2020

PURPOSE AND DESCRIPTION OF JOB ROLE:

To manage administrative duties and support the Workforce Planning function. To be responsible for streaming, automating and improving administrative processes and ensuring colleagues are updated and trained.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Provide both specialist and general administrative support to the Workforce Planning Team. Specialist support includes managing the administration of workforce processes such as the Vacancy Control Process.
- Ensure that complex enquiries are passed to appropriately skilled colleagues.
- Accurately process and record information in accordance with published process maps.

- Adhere to appropriate regulations and policies and take corrective action where necessary.
- Deal with enquiries from internal and external customers (via email, Teams and face to face) in a timely manner, personally resolving matters ensuring appropriate handover.
- Arrange and attend meetings to take notes and minutes.
- To carry out any reasonable duties within the overall function commensurate with the grade and level of responsibility of the post.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- GSCE English Language Grade C/4 or above or equivalent qualification or have proven ability/experience of communicating information effectively, both verbally and in writing.
- Must be proficient in Microsoft Office, specifically Outlook, Word and Excel with the ability to compile and present data, maintain and update records, sort and filter data, and use formatting.
- Experience of communicating with a wide range of people, including the general public, both verbally and in writing.
- Experience of working under pressure to tight deadlines.
- Experience of working on own initiative and prioritising workload.
- Experience of working as part of a team to solve problems and make decisions.
- Experience of working in a customer care environment.
- There is a requirement to travel around the East Midlands Region for which access to transport is required.
- Experience of working within a HR environment and providing advice and guidance to managers/individuals.

Desirable:

- Hold the CIPD Level 3 Foundation Diploma in Human Resource Practice.

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.