

# Role Profile and Person Specification

## ROLE PROFILE

<b>Role Title:</b>	People Advisor	<b>Leadership level:</b>	<i>To be determined at later phase</i>
<b>Post reference:</b>	WP132 / 20548	<b>Job family:</b>	<i>To be determined at later phase</i>
<b>Grade:</b>		<b>Location:</b>	Forth Banks/ Home Working
<b>Allowances:</b>	shift / weekend or standby	<b>Politically restricted post:</b>	Yes
<b>Area command / Department:</b>	People Services	<b>Vetting level:</b>	
<b>Reporting to:</b>	Senior People Partner	<b>Date accepted as a role profile:</b>	
<b>Posts responsible for:</b>	None		

### Part A – Job Description

#### Overall purpose of the role:

Work within the people partnering team, providing an excellent customer service, professional HR advice and ensuring people partnering activity is administered efficiently with data managed accurately and in accordance with the Force's policies and procedures and relevant legislation.

#### Key responsibilities of the role:

<b>1</b>	Deliver an outstanding customer service to all officers, staff and volunteers who have a people query or challenge by managing all queries from the People Support Helpline and mailbox, offering expert HR advice and seeking a resolution at the earliest point.
<b>2</b>	Manage people cases efficiently and effectively delivering the most appropriate interventions. Ensure the correct documentation is prepared and submitted in a professional, accurate and efficient manner. This includes creation of case files for the purposes of grievances, performance and resolutions.
<b>3</b>	Participate in the planning, organising and administration of People Services meetings including the Health Management Group (HMG).
<b>5</b>	Support in the timely resolution of ill health and medical retirements consulting with specialists ensuring information is sought, actioned and submitted accurately and in a timely manner.
<b>6</b>	Advise and administrate the supportive leave frameworks (e.g. family friendly, maternity and paternity), process resignations and retirements, facilitate the provision of absence monitoring data, maintain personal files, coordinate the approvals for flexible working requests and prepare associated contract paperwork.
	Support People Partners in the facilitation of change and in particular the co-ordination of consultation processes and preparation of relevant paperwork.

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<b>7</b>	Deputise for the People Partner where appropriate
<b>8</b>	Support departments in the delivery of their departmental wellbeing and people plan and deliver any action from other people plans as directed by the senior people partner.
<b>9</b>	Maintain up to date specialist knowledge and understanding and application of relevant legislation, case law and good practice and champion wellbeing, engagement and inclusivity.

## Part B – Scope of contacts

### Internal / External relationships:

**Internal: Heads of Department and their senior management Team. Key departments including Professional Standards, Communication and Engagement**

**External:**

## Part C – Competencies and Values

### Northumbria competencies and values framework (NCVF)

*Level – tbc*

## Part D – Continuous Professional Development (CPD) role 6 months *To be determined*

### First 6 months

1	
2	
3	
4	

### 12 months and beyond

5	
6	

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7	
8	

## Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<ul style="list-style-type: none"> <li>Specialist knowledge of current and emerging employment law and best practice issues and their impact on service provision.</li> </ul>	<ul style="list-style-type: none"> <li>CIPD level 5 qualification</li> <li>Understanding and knowledge of Police Regulations</li> <li>Experience working within the policing sector.</li> <li>Experience working within the wider public sector</li> </ul>	Application/interview/ CPD
Planning and organising	Ability to prioritise and complete multiple complex responsibilities and projects simultaneously.		Application/interview/ CPD
Problem solving and initiative	A proven track record of problem solving..		Application/interview/ CPD
Management and teamwork	Ability to build strong working relationships.		Application/interview/ CPD
Communicating and influencing	Excellent interpersonal skills. Ability to communicate complex information clearly and succinctly, both verbally and in writing		Application/interview/ CPD
Other skills and behaviours	Excellent organisational, time management and team working skills		Application/interview/ CPD



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