

**Police Staff**  
**Senior People Adviser**  
**People Services**  
**Role Definition:WP164 / 20895**

**ROLE DEFINITION**

Dept / Area Command:	People Services	Section:	People Partnering & Wellbeing
Post Title:	Senior People Adviser	Post Reference:	WP164 / 20895
Post Grade:	Grade H	Location:	Forth Banks/Home working
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Senior People Partner		
Staff Responsibilities:	People Adviser		
Purpose:	Support the senior people partner in the delivery of a professional strategic partnering service to business areas, enabling a wellbeing focused and high performance culture in line with the Wellbeing and People Plan and Force priorities		

**Key Responsibilities:-**

- 1. Drive and embed activity, as directed by the senior people partner, to enable the delivery of the Wellbeing and People Plan and ensure departments can deliver on our strategic priorities by working closely with leaders to implement effective people solutions.**
- 2. Efficiently and effectively manage people related matters; applying employment legislation, case law, legal advice and best practice to advise management on the most appropriate interventions. Maintain up to date overview of all cases in order to provide management information relating to trends, issues and risks.**
- 3. Review and quality assure complex case files for the purposes of employment tribunals and other people procedures and liaise on a regular basis with specialists to ensure the timely progression of complex cases.**
- 4. Support in the delivery of organisational change and transformation including, restructuring and TUPE. As well as the review, development and successful implementation of progressive people policies and processes.**

**5. Attend and provide professional advice to chairs of misconduct and performance meetings.**

**6. Working closely with the senior people partner, review people analytics, departmental plans and Force objectives; to support in the development and management of people change and improvement plans, leading and delivering on key people projects.**

**7. Support in the delivery of wellbeing and DE&I plans taking ownership for activity and initiatives where appropriate.**

**8. Maintain up to date specialist knowledge and understanding and application of relevant legislation, case law and good practice.**

**9. Deputise for the Senior People Partner when necessary.**

**10. Represent the Force at, regional and local meetings and forums to collaborate and share best practice through the development of effective working relationships with internal and external stakeholders**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**