

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	People Business Partner	Current Grade:	C001
Department:	People and Culture	Area:	People and Development
Reports To:	Head of People Delivery	No of Posts:	3
Level of vetting:	TBC	Post Number:	TBC

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To strategically contribute towards the on-going people and culture agenda to achieve a more effective and efficient front-line delivery service which is supported by the organisation's support services robustly. This includes partnering senior leaders to influence work force planning, forecasting, talent management, succession planning, performance management and any other complex HR related strategy that requires senior influence within the remit of the role.

Utilize a coaching approach to contribute towards the delivery of change initiatives that have an HR focus as well as to continually seek to support management improve their Division/Business area's performance based on data analysis and evidence. Provide professional insight and recommend interventions to improve organisation effectiveness acting as a 'critical friend' to the business

Lead and motivate a team delivering a generalist HR service to a Division, providing advice and guidance in relation to complex employee relations / case management. Identify solutions and provide strategic advice on HR / people plans so that the Division/Department's Senior Leadership Team operational performance is maximised in line with BTP policies and goals.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Staff Responsibilities – Direct or Non-Direct

Direct – 1 Senior People Advisor Non Direct – 3 People Advisors and 1 Senior People Administrator

Any Other Statistical Data

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

HR Strategic Planning & Change– Work effectively with the Divisional Commander/Head of Department within area of responsibility, to ensure an operationally aligned and optimally performing people service across all aspects of P&D in support of operational and strategic objectives.

Provide a strategic HR perspective regarding business development and planning. Bring a high level of professional expertise to people issues and gaining credibility amongst the senior management teams.

Fully participate in wider business projects with a people focus by providing contribution to projects, identifying interdependencies

Operational Performance – Provide the strategic interface to Divisional Commander/Head of Department through the provision of high quality strategic HR advice and support in developing and progressing people management solutions to achieve business objectives.

Work with SMT's and P&C colleagues to ensure performance is rigorously monitored, all key issues are identified and addressed across the whole people agenda, delivery is consistent and all relevant measures are achieved.

Lead and direct the activities of own team to ensure performance is rigorously monitored, delivery is consistent across the team, issues are identified and addressed and all relevant measures and legal requirements are achieved.

Management Information - Interpret statistical and financial information in relation to business performance to leverage the full potential of the Division. Use workforce intelligence to identify people management requirements and performance issues and solutions.

Line Management – Line manage the team, coaching, supporting, directing, recruiting and developing as necessary so that the whole team work well individually, with P&C and BTP colleagues and deliver the required standard of professional service.

Relationship Management – Manage customer and colleague relationships (internally and externally) so as to maximise the effectiveness of BTP P&C and ensure the good reputation of both the department and force.

Work in partnership with managers in the development and maintenance of good working relationships with Trade Unions, Support groups and other key stakeholders.

Independent case decision maker – Act as a decision maker in the form of a panel member at required formal complex case meetings. To support the Chair and to provide advice and guidance from a people perspective and in line with relevant legislation and BTP policies / guidance.

Management information - to establish needs for, and to provide tailored management information to SMT to allow proactive senior leadership management of cases and proactive initiatives.

Workforce Planning – Maintain oversight and control of the workforce planning activity completed by the Senior People Advisor / People Advisors with their SMT's and the Resourcing and Workforce Planning Team to ensure that operationally aligned and intelligence-based workforce plans that meet the needs of the business are developed and delivered.

Caseload Supervision & Allocation - Allocate/Supervise the caseload delivered by the rest of the team, ensuring the involvement of the P&C function and others as appropriate, taking remedial action as necessary, so that caseloads are handled to the required standards of service, efficiency and compliance.

Professional Development & Thought Leadership – Work with BTP P&D colleagues to maintain a knowledge of best practice and developments in HR and policing, developing own team as appropriate, so that up to date skills, approaches and solutions can be made available to BTP to maximise its performance.

Projects – As requested by senior management ensure an effective contribution to all Projects commissioned through the P&D function, providing senior level support to Project Leads and the teams involved to ensure changes and improvements are implemented successfully.

Continuous Improvement - as requested by senior management contribute advice, ideas and support to the

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activities being led by the Head of People Delivery, and the Head of People Services to maximise the department's effectiveness on these topics.

Network – attend and contribute to all relevant meetings so that team cohesion, consistency, innovation and productivity are maximised in line with P&C plans and measures and BTP's overall needs and goals.

E. DECISION MAKING:

Make decisions

Accountable for the performance of the people generalist service to a number of Divisions/Departments and for making decisions to ensure effective service delivery.

Significant say in decisions

Supports the Head of People Delivery in ensuring a strategically aligned and optimally performing generalist people service across BTP.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

HR Community and Internal Stakeholders including Senior Leaders.

External

External Contractors, Networking contacts, BTP Stakeholders and other organisations that HR may liaise with (i.e HR dept of other Home Forces)

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G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

MCIPD qualified or equivalent experience.
Coaching and mentoring qualification (CMI Level 5 or equivalent)

Experience:

A successful senior HR generalist track record in influencing and advising senior managers within in a large, multi-disciplined operational organisation.
As SME, has extensive experience of facilitating and delivering successful organisational, managerial and cultural change programmes within a comparable organisation.
Involvement in decision making as a member of the management team, providing clear balanced advice and guidance on a wide range of generalist HR issues.
Experience in developing good working relationships with a wide range of stakeholders, both internally and externally.
Experience of establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority to deliver a generalist HR service that meets customer needs.
Experience of effectively managing teams and resources to achieve specific objectives/goals.

Skills:

Professional, persuasive and influential. Able to command the confidence of senior operational managers, employees, trade unions, external partners and other stakeholders.
Strong negotiating, influencing and interpersonal communication skills.
Proven management skills – able to manage “upwards” as the subject matter expert as well as down.
Able to withstand pressure and is resilient in maintaining own convictions where merited.
A challenging, dynamic and creative team player, who is collaborative but who leads by example.
Strong supervisory skills with the ability to inspire, motivate and support a team of employees during periods of high demand and pressure.
Strong project management skills and experience.
Ability to relate impact of own role to wider organisational and departmental plans.
Strong customer service orientation.
Ability to be decisive and hold to account.
Achievement orientation with a drive to deliver.

Knowledge:

Substantial HR generalist knowledge including up to date knowledge of UK employment legislation and case law.
Excellent awareness of the workings of a HR department and familiarity with its overall services.

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Desired Criteria:

Qualifications and Training:

Mediation training
Level 7 CMI Coaching and experience

Experience:

Previous experience working in the police service.

Skills:

Knowledge:

Excellent knowledge of relevant BTP processes and procedures.

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By: Amit Kanabar

Date: December 2019

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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