

HR Shared Service Staffordshire Police and Staffordshire Fire and Rescue - Role Profile

People Officer

Grade/Rank:	G
Directorate:	Enabling Services
Reports to:	People Partner
Direct Reports:	

Role Purpose

Our ambition to make Staffordshire Police a great place to work is rooted in our modern policing strategy. We know that to deliver on this priority and to build on the hard work that has led to success so far, the people of Staffordshire Police are critical to challenging, modernising and adapting the way we do things.

Our role in the People & Organisational Development Team is to support, develop and nurture our people so that we can all achieve our full potential. By providing colleagues with the right skills and knowledge we are enabling the business to meet the daily demands we face whilst supporting the delivery of our corporate plans and a safer Staffordshire.

Modern policing is about building authenticity, responsibility, and trust within every part of the Force. As a member of the team, you have a key role in building our approach to Trust Driven Policing, reinforcing a culture of transparency, accountability, valuing people, and trusting them to deliver.

As a People Officer you will join our People & Organisational Development Team, collaborating with colleagues to influence, lead and embed the Modern Policing Strategy. Working with our leaders, you will identify and translate key Force priorities into delivery plans that align with the experience we want to create for our people.

Our People & Organisational Development Team provides first-line HR advice across our organisations. You will work closely with the People Partners, HR Support and Recruitment Teams, Occupational Health and other key stakeholders across our organisations to provide pragmatic, impartial and consistent HR advice in line with policies, procedures and legal requirements.

Building trusted relationships with stakeholders and managers you will contribute to the delivery of a modern and efficient HR service.

Key Tasks and Responsibilities

What you'll be leading on

- Effective and proactive management of ER cases including disciplinary, grievances, investigations, appeals, and capability processes. In addition supporting ER activity including restructuring, engagement and policy development.
- Proactively represent People & OD within leadership teams, acting as a role model and ambassador for the Force values and behaviours.
- Coach and develop our leaders on business-wide HR initiatives, including managing and developing talent, cultural change and employee engagement.
- Partner and coach managers to support the delivery of the people initiatives and encourage a culture of line manager responsibility and accountability for front line human resources.
- Work the People Partners to design and deliver a variety of initiatives such as staff surveys, engagement, wellbeing, HR process and procedure.
- Ensure a great recruitment and on boarding experience by project managing recruitment campaigns working with, Line Managers, the Recruitment Team and Applicants throughout the journey, right up to day one in their new position and beyond. (Currently under review)

Outcomes for the role:

- Work with the wider team to deliver the right people products/initiatives.
- Facilitate discussions around change and transformation.
- Deliver products that encourage our people to take ownership of their own performance, careers and learning, but providing them with a range of different options, resources and experiences.
- Work with leaders to identify and develop their people skills, designing and delivering training inputs for key development areas such as absence management.
- Facilitate the employee life cycle and key people practices for the department such as induction, workforce planning, reward and recognition, career progression, engagement survey action planning.
- Focus on problem solving, providing excellent customer service to every individual, every time.
- Deliver diversity and inclusion interventions to raise awareness, encourage open and honest conversations and allow our people to be themselves at work.
- Work with people managers to support them to identify, build performance capability and relationships to retain talent.
- Build our insight in how our people feel and what's important to them.
- Provide development for managers on how to facilitate team reviews, setting goals and measuring results and how to have regular and human conversations.
- Work to create a seamless employee experience.

What matters to us is someone who demonstrates:

- A real interest in what we do
- A progressive, non-bureaucratic approach to HR
- Experience of the latest HR trends but in practical terms – not just a theory
- A focus on business outcomes
- An ability to work in an agile way
- Confidence to challenge our leaders to make better decisions
- Digital acumen
- That they enjoy delivering as part of a team
- Excellent relationship building and communication, with the ability to move between listening to, guiding and coaching others at all levels

- The ability to make quick, sound decisions based on knowledge and judgment
- Common sense – always spots opportunities to simplify and improve processes to drive better results
- Customer service, communication and presentation skills to facilitate projects and initiatives
- Understands what's not important to keep us focused on our strategic people agenda

Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	Valuing Diversity	3
	Managing Sensitivities/Political Savvy	3
We take ownership	Customer Service	3
	Maintaining Accuracy/Sustainable Working	3

Inclusive, enabling and visionary leadership

We are collaborative	Partner Working	3
	Managing Complexity/Strategic Planning	3
We deliver, support and inspire	(self) Leadership	3
	Supporting Colleagues/Coaching & Mentoring	3

Intelligent, creative and informed policing

We analyse critically	Problem Solving	3
	Situational Judgement	3
We are innovative and open-minded	Continuous Improvement	3
	Futurology	3

Education, Qualifications and Experience

Essential:

CIPD Level 5

Desirable:

Membership to a professional body i.e. CIPD Associate Member

Project management experience.

Customer service experience.

Skills Matrix (See Skills Matrix)

Essential



• A HR background working in a complex organisation, and the ability to demonstrate a sensitive approach to confidential matters. • Demonstrable experience of aligning people strategy and services with business needs. • Attention to detail and skills to provide professional employment advice in a multi-disciplined organisation. • Clear understanding of current employment law and best practices. • Ability to assess transactional, and tactical processes and drive continuous improvement. • Skills to support managers to improve levels of attendance and performance. • Ability to foster strong working relationships, with the ability to move between listening to, guiding and coaching others at all levels.				
Leadership Passport Level	Practitioners & Team Leaders	1 st Line Mngrs	2 nd Line Mngrs	Senior Mngrs
	1	2	3	4

Special Conditions					
Own car for business use	Yes				
Higher level vetting required	No				
Requirement to wear Uniform	No				
Requirement for post entry training	No				
Fixed Hours	No				
Weekend working expected	No				
Shift allowance	No				
Fixed term or temporary role	No				
Politically Restricted	No				
On call/standby rota	No				
Flexitime Role	Yes				
Notice Period	1 week	28 Days	1 month	3 months	



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