



ROLE PROFILE

Role Title:	Senior HR Consultant (Tier 1)
Department/Unit:	HR and Shared Services
Rank/Grade:	(B) PO4 (C) MB2 (H) A6
Reporting to:	HR Consultancy Manager (Tier 2)
Main purpose of the role:	To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies by overseeing the delivery and performance of the expert HR Consultancy team.

Key Responsibilities	
•	To have management responsibility of a HR Consultancy team to deliver clear, consistent and pragmatic advice.
•	To ensure the team aligns to the HR strategy in terms of output and is customer centred.
•	To be an expert in their field to resolve tactical and complicated problems connected with their span of control.
•	To manage and develop their team to be confident, lean and customer focussed in their approach.
•	To work closely with HR colleagues to identify and implement opportunities for service improvement, process improvement and policy development.
•	To develop team capability in identifying opportunity for improving processes and ways of working, optimising use of digital technology that results in a better end user experience.
•	To monitor performance and to demonstrate key measures of performance that tie into our contribution to policing.
•	To represent HR where appropriate with gravitas and authority, always focussed on supporting our officers, staff and volunteers to be effective in their roles.
•	To work proactively with other Departmental managers on any HR local or collaborated project or portfolio.
•	To actively identify promotional and developmental opportunities for HR staff, including ensuring the team are regularly updated and briefed to ensure knowledge on HR matters is maintained and developed.
•	To build and develop effective customer relationships, including with local UNISON or Feds.

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
• None	• Line management responsibility for staff

Entry Requirements
<ul style="list-style-type: none"> • Level 7 Associate/Chartered member of CIPD or equivalent experience. • Expert knowledge of employment law and the application of HR policy. • Experience of effectively supporting a team of HR professionals to manage complex casework and bring cases to a satisfactory conclusion. • In depth knowledge and experience on a wide range of HR matters in order to be able to provide detailed and accurate advice and guidance. • Proven experience of delivering proactive solutions and applying a problem solving approach to business critical HR issues, whilst having the ability to build effective working relationships in order to robustly influence at all levels. • Proven experience of working in a complex multi-functional HR shared service environment.

Any other General Requirements/Scope
<ul style="list-style-type: none"> • The post holder will be required to travel to different locations across Bedfordshire, Cambridgeshire and Hertfordshire for meetings/training events. • The post holder will be required to work from different locations across Bedfordshire, Cambridgeshire and Hertfordshire. • If using a private vehicle then business insurance needs to be organised by the individual. • The post holder may be required to work additional hours. • Vetting is required, as advised by the Vetting Unit. • The post holder will be expected to undertake training as and when required. • The post holder will be expected to comply with health and safety requirements. • There is a requirement for the role holder to meet the probationary objectives set.



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Personal Qualities (Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.