



POLICE STAFF JOB DESCRIPTION

SECTION 1

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| JOB TITLE People Services Advisor | DIVISION/DEPARTMENT People & Development - People Services |
| REPORTS TO (POST TITLE) People Operations Manager | WORK LOCATION Flexible |
| REF NO R311/20 | GRADE 5 |

SECTION 2

JOB PURPOSE

Provide high quality and consistent HR advice, coaching and guidance to customers/stakeholders in conjunction with Police Scotland's values, organisational policies and legal requirements.

Raise awareness, increase compliance and share good practice and expertise across the full range of HR related matters working in partnership with P&D stakeholders and relevant Senior Management Teams to ensure a comprehensive understanding of their business and service challenges whilst seeking and delivering, robust, pragmatic and innovative HR solutions.

SECTION 3

ACCOUNTABILITIES AND MAIN RESPONSIBILITIES

1. Provision of high quality and consistent HR advice and guidance on all aspects of employment legislation including supporting and advising on reasonable, proportionate outcomes across a range of Employee Relations processes, up to and including dismissal.

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2. Promote HR knowledge and suggested solutions/HR advice through management meetings and other appropriate professional channels with both internal and external stakeholders.
3. Provide professional HR advice, coaching and support to managers across all departmental services, including through 1-2-1 people management and development coaching for identified programme groups.
4. Responsible for management of individual workloads to produce agreed outcomes and deliverables timeously. Proactively manage case/project work through HR Connect, ensuring SOP and Employment Law compliance and ensure accuracy of all files/records/case notes.
5. Support People Direct service desk during periods of excess/peak demand as necessary, and through oversight, allocation and point of escalation role on a 7 day rota basis.
6. Guide, support and develop Trainee People Services Advisors including the delegation of work where appropriate.
7. Make decisions under delegated authority on officer/staff sick pay extension and application of particular case status. Contribute information/view to inform any appeal.
8. Contribute to the development and implementation update and review of HR policies, SOPs, guidance and processes in line with agreed consultation routes. Contribute to the review of Operational Policies and Procedures in line with wider organisational aims and objectives.
9. Effectively communicate with P&D and business area stakeholders to deliver agreed outcomes on time and in line with departmental priorities.
10. Contribute to the delivery of HR services and organisational change initiatives and where required deliver/support awareness sessions/training within the business area as well as ongoing consultation exercises.
11. Ensure the production of function related reporting, this may include the extraction of data from business systems and provision of written reports.
12. Undertake trend analysis across a number of HR related matters, extracting and collating statistical information as required, with onward presentation to management/customers/stakeholders as appropriate.
13. Assist with qualitative customer and/or feedback, benchmarking, identifying and suggesting areas for action and continuous improvement.
14. Proactive review of police officer modified duties cases, and consequent progression of identified cases through Postings Panel/Director P&D/SPA for a determination on IHR/IOD/Redeployment.
15. Undertake any other duties commensurate with the level of responsibility as required.
16. Will be responsible for assessing and self-managing risk within all aspects of

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the role.

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

SECTION 4

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| LOCATION: | Flexible | GRADE: | 5 |
| ATTRIBUTES : | ESSENTIAL : | DESIRABLE : | |
| ATTAINMENTS | | | |
| EDUCATIONAL / OCCUPATIONAL | HR Professional Diploma or equivalent qualification OR Relevant experience working within an HR Environment. | CIPD Accreditation | |
| PERSONAL QUALITIES | Proven communication and influencing skills across the range of HR issues. In-depth knowledge of HR processes and practices and employment law, case law and equality & diversity related legislation, guidance and best practice. Experience of applying policy and procedures effectively to withstand external and internal scrutiny, maintain compliance and reduce risk. Experience of interpreting data to inform business proposals and projects. Proven record of personal effectiveness in order to meet tight deadlines and prioritise | | |

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| | key tasks to ensure excellent service delivery. | |
| SPECIAL APTITUDES | | |
| CIRCUMSTANCES | | |
| A DRIVING LICENCE IS: Not Required | | |
| ANY SPECIAL REQUIREMENTS PERTINENT TO THE POST: No | | |
| ADDITIONAL INFORMATION These full time posts are permanent and requires Standard Recruitment Vetting. You will work 35 hours per week, Monday – Friday, 9am – 5pm. The following essential competencies will be used for the selection process: <ol style="list-style-type: none">1. Team Working2. Job Knowledge3. Partnership Working4. Personal Effectiveness5. Problem Solving6. Service Delivery | | |