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| **Police Staff****People Adviser****People Services****Role Definition:WP165 / 20926** |

 **ROLE DEFINITION**

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| Dept / Area Command: | People Services  |  | Section: | People Partnering & Wellbeing  |
| Post Title: | People Adviser  |  | Post Reference: | WP165 / 20926  |
| Post Grade: | Grade C to Grade G  |  | Location: | Forth Banks/Home working  |
| Car User Status: |   |  | Telephone Allowance: |   |
| Shift Allowance: |   |  | Standby Allowance: |   |
| Weekend Enhancement: |   |  | Contractual Overtime: |   |
| Line Manager: | Senior People Adviser |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  Work within the people partnering team, providing an excellent customer service, professional HR advice and ensuring people partnering activity is administered efficiently with data managed accurately and in accordance with the Force’s policies and procedures and relevant legislation. |

**Key Responsibilities:-**

**1. Deliver an outstanding customer service to all officers, staff and volunteers who have a people query or challenge by managing all queries from the People Support Helpline and mailbox, offering expert HR advice and seeking a resolution at the earliest point.**

**2. Manage people cases efficiently and effectively delivering the most appropriate interventions. Ensure the correct documentation is prepared and submitted in a professional, accurate and efficient manner. This includes creation of case files for the purposes of grievances, performance and resolutions.**

**3. Participate in the planning, organising and administration of People Services meetings including the Health Management Group (HMG).**

**4. Support in the timely resolution of Ill health and medical retirements consulting with specialists ensuring information is sought, actioned and submitted accurately and in a timely manner.**

**5. Advise and administrate the supportive leave frameworks (e.g. family friendly, maternity and paternity), process resignations and retirements, facilitate the provision of absence monitoring data, maintain personal files, coordinate the approvals for flexible working requests and prepare associated contract paperwork.**

**6. Support People Partners in the facilitation of change and in particular the co-ordination of consultation processes and preparation of relevant paperwork.**

**7. Deputise for the People Partner where appropriate.**

**8. Support departments in the delivery of their departmental wellbeing and people plan and deliver any action from other people plans as directed by the senior people partner.**

**9. Maintain up to date specialist knowledge and understanding and application of relevant legislation, case law and good practice and champion wellbeing, engagement and inclusivity.**

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