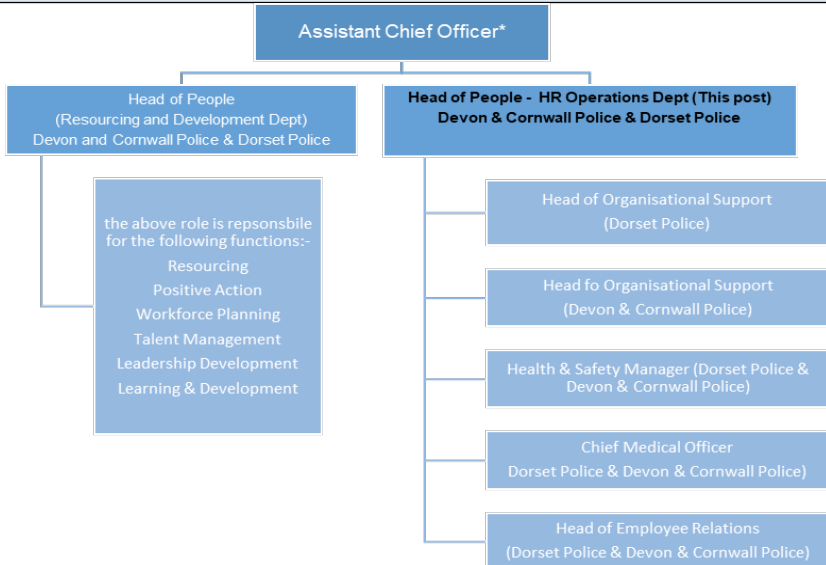
 DORSET POLICE	<h2>Job Description</h2>
Date:	September 2022
Job Title:	Head of People – HR Operations (Devon & Cornwall Police and Dorset Police)
Post Number:	
Division/Department/Section:	Alliance People Function, Dorset Police and Devon & Cornwall Police.
Line Manager:	Assistant Chief Officer, Director of People & Support Services, Dorset Police*
1. PURPOSE	
<p>The Head of People (Operations) will be responsible for leading on the development and delivery of the People strategy for Dorset Police and Devon & Cornwall Police, working in partnership with the Head of People (Resourcing and Development).</p> <p>The role will provide strategic leadership, management and development of the HR operations employee relations, business partnering, wellbeing, occupational health, welfare and health and safety delivery and strategies for both forces. Ensuring high performance results and HR partnership working, which delivers strategic/professional advice and case/change management to the business, that supports the delivery of each of the force visions and priorities, while ensuring that HR policies and procedures are legally compliant.</p>	
2. POSITION IN THE ORGANISATION	
 <pre> graph TD ACO[Assistant Chief Officer*] --> HPRD[Head of People (Resourcing and Development Dept) Devon and Cornwall Police & Dorset Police] ACO --> HPOD[Head of People - HR Operations Dept (This post) Devon & Cornwall Police & Dorset Police] HPRD --> F1[the above role is responsible for the following functions:- Resourcing Positive Action Workforce Planning Talent Management Leadership Development Learning & Development] HPOD --> HOS1[Head of Organisational Support (Dorset Police)] HPOD --> HOS2[Head of Organisational Support (Devon & Cornwall Police)] HPOD --> HSM[Health & Safety Manager (Dorset Police & Devon & Cornwall Police)] HPOD --> CMO[Chief Medical Officer Dorset Police & Devon & Cornwall Police)] HPOD --> HER[Head of Employee Relations (Dorset Police & Devon & Cornwall Police)] </pre>	

**Devon and Cornwall Police and Dorset Police operate a matrix management style approach. The Head of People (HR Operations) and Head of People (Resourcing and Development) also report to the Assistant Chief Officer – People for Devon and Cornwall Police as well as the Assistant Chief Officer – People and Support Services for Dorset Police.*

2.b Roles that work directly for this post.

Head of Organisational Support x 2 (HR Delivery, HR Corporate Support, HR Change)
 Head of Employee Relations (Terms & Conditions, Policy & Procedure & Transformation)
 Health & Safety Manager (Health & Safety)
 Chief Medical Officer (Occupational Health, Welfare & Wellbeing)

Approximately 120 staff working within the HR Operations department across both Forces.

3. MAIN RESPONSIBILITIES

What is the post responsible for? (INPUT)	With what results? (OUTPUT)
Lead on the development of the People Strategy for both forces in partnership with the Head of People (Resourcing and Development) in alignment with the overall missions, visions and strategic priorities of each force.	Ensure an effective People Strategy, which enables and supports the delivery of the missions, visions and strategic priorities.
Strategic leadership, management and development of the HR operations, employee relations, business partnering, wellbeing and inclusivity, occupational health, welfare and health and safety delivery and associated strategies/annual plans for both forces. Ensuring high performance results, and HR partnership working which delivers strategic and professional advice and change management.	Effective people strategies, practice and delivery of the people functions, that supports the achievement of both force visions and priorities, whilst ensuring that HR policies and procedures are legally compliant. Senior managers, supervisors and staff receive service excellence to enable managers to have the skills and confidence and leadership capability to readily take ownership of their key people management responsibilities.
Fostering a positive employee relations culture within each force, developing effective relations with unions and staff associations actively shaping the development of employment strategy, policies, procedures and terms and conditions of service.	Employment relationships and staff engagement are maximised.
Leading on policy, procedure, pay, reward, terms and conditions across the alliance. Identifying best practice, introducing revised arrangements that support creativity, innovation and flexibility whilst effectively managing staff association/unions' relationships/negotiations and fully	Effective people management procedures, pay, terms and conditions are harmonised across both forces. Continuing to develop and maintain such to contribute to the achievement of corporate aims and objectives. Effective working relationships are maintained with trades unions and staff

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
accounting for TUPE complexity, Police Regulations, risks, and issues.	associations enabling appropriate organisational change. The forces are protected and employment risks from a legal perspective are minimised.
Developing innovative and appropriate employment strategies across the spectrum of people management activity providing workforce solutions that enable both forces to maximise its outcomes through its people.	People management activities are clearly developed, follow best practice, are legally compliant and contribute to the achievement of corporate aims and objectives.
Formulating a comprehensive approach to employee engagement and employee satisfaction for both forces that seeks to maximise individual, team and corporate wellbeing and inclusivity, engendering a spirit of commitment and co-operation.	Staff contribution is maximised, aligned to the force mission and values and the forces continue to be an employer of choice.
Developing effective health and safety policy and procedures and governance ensuring that risk assessment and compliance are embedded across both forces. Leading and supporting the Force appointed 'competent person' under health and safety legislation.	A positive health and safety culture is embedded within the Force, risk is appropriately identified, recorded and assessed and minimised. Effective health and safety policy and procedure is embedded.
Create and deliver an occupational health provision that is educational, clinical and provides a first class offering to the health of the staff and officers.	Provision of a professional service which helps to minimise absence and maintain a healthy workforce in work.
Lead on critical force and people projects, including budgets and resource allocation, working with multiple partners and stakeholders across the forces.	Delivery of transformational change, new systems/projects in support of the people strategies.
Act as a key member of the corporate Senior Management Teams in both forces contributing to the formulation of strategic plans and objectives and assisting with their implementation. This includes coaching peers in relation to their people management responsibilities.	Corporate decision making is effective and considers HR best practice professional advice, also reducing any risks in relation to employment matters.
Acting as the Force Senior HR professional for a range of employment hearings/meetings. This includes chairing police officer Unsatisfactory Performance	Key employee relations matters are resolved appropriately.

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
and Attendance (UPP) stage 3 hearings and acting as the police staff disciplinary appeal 'body' across the alliance for all sanctions.	
Deputising fully for the Assistant Chief Officers internally at strategic chief officer boards and externally at national police meetings etc. across the entire function's activity. This includes the role of the nominated deputy for all delegated powers from the respective Chief Constables (where such a deputy is required (for the Assistant Chief Officer).	HR command is effective providing appropriate strategy and direction to the forces.
This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the police service.
4. CONTACTS	
Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.	
1.	Members of the Executive Teams for both forces
2.	Operational Commanders /Heads of Departments
3.	Force Legal Department
4.	Staff Association / Union leads
5.	Office of the Police and Crime Commissioner

5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION

- 1) The **Force Values** together with the **Police Staff Standards of Professional Behaviour** are non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.
- 2) The nature of the role is such that the postholder would be expected to work flexibly and outside normal hours as circumstances require.
- 3) The role is of a senior leader level and therefore brings with it the expectation that the role work with other senior leaders, taking on responsibilities wider than HR on occasion and working as a collaborative to lead the Forces.

6. HEALTH & SAFETY TRAINING

The nature of the role also carries a requirement to attend events, meetings, etc, outside of 'normal' office hours and beyond Dorset's boundaries on a relatively frequent basis.

Your role is fundamentally important in the organisation's safety management structure. Your line manager has delegated to you the responsibility of ensuring that all day-to-day Health and Safety matters, so far as is reasonably practicable, are satisfactorily implemented and managed in your area of business for which you are responsible for. Incumbent in this duty is to ensure that all staff, for whom you are responsible for, receive adequate information, instruction and supervision as is necessary for them to undertake their duties safely and all Health and Safety policies as appropriate are satisfactorily implemented and managed. You will be required to set a personal example by not condoning unsafe working practices and show positive commitment to Health and Safety.

To satisfactorily enable you to undertake the above duties, the Force expects that you will make yourself available to undertake appropriate Health and Safety management training relevant to your post.

You are advised to read the Force's Health and Safety policy which will give a more in-depth description of your full Health and Safety responsibilities.

7. HEALTH MONITORING

N/A

8. VETTING

Recruitment Level

9. TERMS OF APPOINTMENT

The salary will be within Grade M. For full salary range refer to Dorset Police Staff pay scales. A car package is also available.

The current core business hours will be as determined by your senior management and will be in accordance with the Force Flexi-time Policy and associated procedure, including eligibility for the flexi-time provision.

Hybrid working is available, i.e., the role can be performed from a variety of locations across the Forces' premises, partner organisations or a member of staff's home. However, the role does require attendance at Winfrith or/and Exeter for meetings and regular visible leadership of teams that are based in either force.

This is a politically restricted post.

10. PERSON SPECIFICATION

Essential Criteria

Criteria to be measured	Competencies Required
Criteria A	Post Graduate Human Resource Management / Personnel Management qualification together with Chartered or Fellow Membership of the CIPD or equivalent.
Criteria B	Substantial strategic leadership experience at a senior level within a HR / Personnel function in a large multi-functional organisation.
Criteria C	In depth knowledge of relevant employment legislation and HR best practice.
Criteria D	Experience of developing and implementing successful workforce strategies in complex environments.
Criteria E	Proven experience of successfully managing significant organisational change with demonstrable positive outcomes.
Criteria F	Experience of building strong, effective working relationships through the development of networks inside and outside of the service with positive results.
Criteria G	Experience of building, leading and motivating HR teams to deliver a professional and effective service delivery with demonstrable performance results.
Criteria H	The ability to analyse complex, multi-faceted problems/information and to think strategically, creatively and using HR professional expertise to provide pragmatic solutions.
Criteria I	Excellent negotiation, interpersonal, verbal and written communication/presentation skills and political awareness in order to

10. PERSON SPECIFICATION	
<u>Essential Criteria</u>	
	provide and deliver complex issues at a senior level and to manage diverse viewpoints and relationships effectively.
<u>Desirable Criteria</u>	
Criteria to be measured	Competencies Required
Criteria J	Thorough understanding of the current Police Service 'agenda' and associated HR demands.