


<p>SUMMARY OF MAIN DUTIES</p>	<p>HR Officer - Positive Action Band C/D</p>	
<p>RESPONSIBLE TO: HR Manager - Recruitment</p>		
<p>RESPONSIBLE FOR: N/A</p>		
<p>SPECIFIC CONDITIONS OF SERVICE</p> <p>The role of HR Officer – Positive Action will be responsible for Positive Action initiatives in respect of the recruitment of officers and staff from minority groups into the Force.</p>		
<p>SUMMARY OF MAIN DUTIES</p> <p>To encourage and support staff from minority protected characteristic groups in order to increase the number of recruits in these categories (police officer, police staff and special constables).</p> <p>To provide advice and guidance to Senior Managers on the delivery of the positive action initiative in respect of recruitment of applicants.</p> <p>To engage with communities with the intent to create a work force that reflects the communities it serves.</p> <p>To be responsible for the development of initiatives and processes relating to positive action to enable the force to meet its equality and diversity objectives.</p> <p>To represent the force at job fairs, community and positive action events to promote the force and brief individuals and groups in relation to career opportunities.</p> <p>To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.</p> <p>To ensure all work undertaken is compliant with relevant legislation and force policies and procedures, keeping up to date with emerging technologies and best practice.</p> <p>To undertake activities and administrative tasks as required.</p> <p>To communicate effectively with internal and external customers.</p> <p>To undertake any other duties commensurate with the grade of the post.</p>		