


<b>Role Profile</b>	<b>HR Officer Band C/D</b>	
Support the HR Advisor in the provision of a HR service to Districts and Departments for both Police Officers and Police Staff. Ensure compliance with South Yorkshire Police policies and procedures.		
<b>Core Responsibility</b>	<b>Activities</b>	
<b>Personal Responsibility</b>	Promote equality, diversity and Human Rights in working practices  Comply with health and safety legislation  Complete administration procedures  Maintain standards of professional practice  Work as part of a team  Maintain Standards for Security of Information  Make best use of technology	
<b>Administration Support</b>	Input, retrieve and present data using a computer  Review retain and dispose of records and information	
<b>Managing the Organisation</b>	Participate in meetings  Contribute to policy formulation  Provide specialist advice and knowledge  Implement change plans  Monitor the quality of service provision  Facilitate groups  Analyse information  Gather information to support action  Conduct quality assurance checks  Establish and agree terms of reference	
<b>Human Resources</b>	Enable the organisation to retain personnel from all communities  Select required personnel  Support personnel processes	

	Re-deploy personnel
<b>Managing &amp; Developing People</b>	Delegate work to others
<b>Health &amp; Safety</b>	Supervises health and safety Manage the welfare needs of individuals
<b>Behavioural Framework</b>	
<ul style="list-style-type: none"> <li>• Respect for Race and Diversity A</li> <li>• Strategic Perspective C</li> <li>• Negotiation and Influencing B</li> <li>• Problem Solving C</li> <li>• Personal Responsibility B</li> <li>• Planning and Organising C</li> <li>• Teamworking C</li> </ul>	