
	HUMBERSIDE POLICE Role Requirement		
Position Title: HR Change and Continuous Improvement Specialist.	Grade: MP5	Vetting Level:	
Overall Purpose of the role: You will ensure the design and development of effective and efficient HR service underpinned by lean systems, processes and working practices, which are key to the successful operation of the HR service and are aligned to the wider business requirements. Project manage the delivery of a new HR service offer and embed a continuous improvement and learning culture.			
Main Tasks			
<p>Overall responsibility for the governance of HR policy, processes, documentation and Humbertnet HR advice, ensuring all is kept up to date and is aligned to HR Strategic objectives and the wider business requirements.</p> <p>Drive forward HR change and a continuous Improvement, ensure key performance indicators are in place and that any deviance can be identified and justified.</p> <p>Effectively manage the delivery of projects including planning, implementation and subsequent monitoring. Ensures risks/issues are highlighted, timescales are adhered to and plans are within budget.</p> <p>Operate as the senior project manager for the planning and delivery of the HR Services review. Develop an effective communication strategy working with Managers to ensure that process and intranet updates for their areas are effective and executed in a timely manner.</p> <p>Resolve issues as they arise and initiate corrective action as appropriate.</p> <p>With all change, recognise, understand and monitor the wider organisational implications, managing stakeholder relationships.</p> <p>Produce well structured, high quality reports and briefings to senior management, key stakeholders and end users outlining recommendations for HR change seeking feedback and agreement as appropriate.</p> <p>Research best practice to make recommendations for changing HR processes, tools and systems, identify opportunities for improvement that would contribute to the successful delivery of a HR service.</p> <p>Liaise with academic and professional partners to ensure the identification and integration of innovative working practices. Identify opportunities to optimise the application of digital solutions, making sure design methodology, approval process, change controls and documentation are standardised and consistently applied and result in the delivery of tangible business benefits.</p>			

Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Responsibility		Decision Making	
<p>Deliver change requests in line with requirements, within a timely manner. Ensure that demand requirements are fit for purpose and align to strategic objectives. Ensure effective communication to and management of Stakeholders and End Users. Projects will be delivered within agreed time and budget. Ensure that in implementing change relevant measures and/or Key Performance Indicators are in place and that any deviance can be identified and justified. Ensuring that risks to the Force/Command which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity;</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>		<p>The post holder will be required to make all operational decisions relating to the day to day planning, implementation and monitoring of the project, including the deployment of resources and task allocation and monitoring of financial and HR implications.</p>	
		Additional Information	
		<p>Designated Powers No Politically restricted Yes Radio Post No Uniform Post No</p> <p><u>Travel around the force area</u> If appointed will be expected to travel around the Humberside force area. Attendance at Regional and National meetings as and when required.</p>	
Reports To:		Direct reports:	
Head of HR and L&D		None (Required ad hoc to oversee individuals assigned to project.)	
Date Approved by Manager / HR Manager:- 17.05.19 Manager: Sarah Wilson		Date WFP Approved – 18/06/2019	
		Confirmed by post holder Signature Print Name Date:-	

Person Specification

		MP5
Attainments/ Knowledge	Essential	Literate and Numerate Educated to degree level or equivalent / CIPD qualified Substantial knowledge and understanding in the development, management and delivery of change within a HR environment Knowledge and understanding of project management methodologies i.e. PRINCE2
	Desirable	Operational knowledge of SAP i.e. ERP etc. models of delivery.
Experience	Essential	Relevant experience within a HR Environment of managing multiple projects within set budgets. Proven application of continuous improvement and lean approaches to facilitate change. Experience in creating performance reporting frameworks Experience of driving change from conception to implementation and monitoring Experience of working in a confidential environment. Proven experience in the management and development of a team including coaching and performance development reviews. Has an ability to analyse large volume of data making appropriate recommendations
	Desirable	Proven SharePoint or other Intranet development experience Experience in developing HR digital solutions, especially in relation to automation of transactional processes
Skills/ Specialisms	Essential	Strong project management skills Well-developed oral and written communication skills with an ability to write evidence based business cases and present complex information speaking clearly and in a manner the audience will understand. Sound stakeholder management with an ability to influence and negotiate Demonstrates attention to detail and a high degree of creativity and innovation. Highly organised and responsive, with ability to work under pressure to tight deadlines. Computer literate in Microsoft Office, specifically Excel and PowerPoint. Has a keen eye for detail
	Desirable	
Decision Making/ Problem Solving/ Planning	Essential	Ability to be proactive in identifying improvements to working practices. Good analysis/interpretation skills, displaying a positive attitude to problem solving and justifying decisions made. Takes prompt action in addressing problems and acts accordingly to effect a positive resolution. Considers the wider dimensions and implications of situations / problems Ability to prioritise own workload and that of staff.
	Desirable	
Codes of Ethics		Code of Ethics exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.
Respect for Race & Diversity		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Appreciates other people's views and takes

	them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times and is sensitive to social, cultural and racial differences.
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This role requirement is a management document and therefore subject to change
