


<b>SUMMARY OF MAIN DUTIES</b>	<b>Senior HR Officer Band E</b>	
<b>RESPONSIBLE TO: HR Manager</b>		
<b>RESPONSIBLE FOR: HR Officer</b>		
<b>SPECIFIC CONDITIONS OF SERVICE</b>		
<p>The generic nature of the role is such that it may be necessary to undertake the role in other areas across HR Services as the requirements of the service dictate. Any such request will be reasonable, taking into consideration your circumstances, be in a post appropriate to your skills and abilities or deemed as a developmental opportunity to enhance the skills of both the individual and the function.</p> <p>Ability to travel throughout the South Yorkshire Police and Humberside Police Force area</p> <p>The post is career graded, post holder to move to Band E must be CIPD Qualified.</p>		
<b>SUMMARY OF MAIN DUTIES</b>	<b>FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.</b>	
<p>Promote a customer focussed ‘can do’ approach to work, delivering services that are aligned to performance targets and quality standards, as agreed with the customer.</p> <p>Deliver a high quality and timely HR support service based on customer needs, identifying and implementing policy and process changes that realise efficiency gains.</p> <p>Undertake a broad range of HR related projects as directed by the HR Management Team. Research, analyse and formulate appropriate recommendations/action plans, ensuring that implementation is within agreed parameters.</p> <p>Decide upon the most appropriate method of research concerning projects/assignments set by the line manager ensuring the most effective course of action.</p> <p>Review working methods and practices in the identification and evaluation of problem areas and develop improved procedures or alternative solutions. Support implementation of improved working methods which eliminate waste and deliver improved value and service based on identified customer requirements.</p> <p>Oversee, co-ordinate and promote the implementation of HR policies and practice, ensuring that managers and supervisors are fully aware of their responsibilities and conforming to such policies.</p> <p>Undertake the production, compilation, analysis and distribution of a range of performance and management information for a variety of internal and external sources.</p> <p>Make decisions on a broad range of HR issues in accordance with Force Policy, Force guidance and legislation. Specialist HR issues/decisions requiring clarification or interpretation should only be made after consultation with the HR Specialist support.</p> <p>Keep abreast of emerging local and national developments associated with the police reform agenda.</p> <p>Provide supervision and allocate work to staff enhancing their skills and experience through the identification and instigation of effective training and development.</p>		