NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Police Service of Northern Ireland (PSNI)

Name of Host

Organisation

**1. Interchange Manager’s details**

Michael Wilkinson

Name

Organisation/

Police Service of Northern Ireland (PSNI)

Department

PSNI Lisnasharragh

42 Montgomery Road

Belfast

BT6 9LD

Address

N/A

c/o HR Secondment Unit – Ext 10458

Telephone Fax number

Number

[zHRSecondmentUnit@psni.pnn.police.uk](mailto:zHRSecondmentUnit@psni.pnn.police.uk)

E-mail

Type of Opportunity

**HR Partner**

Secondment - Up to 12 months

**2. Details of hosting opportunity**

Description of opportunity

The HR Partner role within the centralised HR Service Centre, is designed to support the delivery of an efficient, professional and effective HR Operations service, supporting Districts and Departments by promoting a partnership culture of consistent, professional HR support with continuous improvement across the Service

The role holder will be responsible for providing consistent expert advice, guidance and support to operational Line Managers in relation to more complex people management issues, particularly through the handling of specific case work. This will include areas such as discipline, fairness at work, attendance management, operational resourcing issues and performance management etc

Main objectives of the opportunity

* Work in collaboration with line managers on individual cases (e.g. sickness absence, disciplines, grievances, employee relations) allocated via the HR Service Centre.
* Scoping out responsibilities of the Case Consultant and the line manager in order to successfully manage the case and reach an appropriate outcome
* Coach line managers to enhance their people management skills that will enable them to confidently deal with more complex matters over time
* Identify areas for further development in the delivery of expert HR advice that will continue to embed and reinforce the principle of the empowered and competent line manager through regular interaction
* Ensure that all agreed policies, procedures and working practices are adhered to, whilst identifying potential areas for improvement and flagging these to the Head of the HR Service Centre
* Support other HR personnel on more complex or wide-ranging cases and develop sound working relationships with team members and colleagues, contributing positively to the achievement of organisational objectives
* Provide documentation, witness evidence and review proposed submissions in defence of Industrial Tribunal claims
* Maintain and update professional knowledge of own training and development needs, updating practices and attending relevant training courses.

**Contacts and Communication**

The role holder will have contact with officers at most ranks and grades for the purpose of providing advice and guidance on HR related matters such as terms and conditions of employment and the interpretation of policies, procedures and legislation

**Problem Solving**

As an HR policy and advice consultant the role holder will be responsible for managing a portfolio of cases which will typically include disciplinary matters, grievances and absence management cases amongst others. Problems will vary in size and complexity and will be solved mainly through discussion with line managers, and providing direction and advice on suitable solutions. For example, advising managers on how to deal with a member of staff whose sickness absence record is giving cause for concern, including providing advice on pertinent policies and procedures.

**Decision Making**

The role holder will be responsible for the provision of advice and guidance to staff/officers and managers and supervisors on a range of issues e.g. grievance, discipline, capability or absence-related issues to enable them to identify appropriate outcomes. The role holder will have a degree of independence in these decision-making areas and will be expected to interpret guidance and legislation in order to recommend appropriate courses of action and ensure advice is acted upon. This will entail analysing information to identify important issues, identify risks and consider alternative courses of action to make good decisions

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Qualifications**

* A minimum of formal qualifications equivalent to 2 ‘A’ Levels
* Chartered membership of the Chartered Institute of Personnel and Development (CIPD) would be required.

**Experience**

The role holder would be expected to possess a minimum of 3 years generalist experience in a multi-disciplined HR role to include practical application of employment legislation and Employee Relations policies and procedures in addition to providing advice and guidance on the application of HR practices and procedures

**Knowledge**

The type of knowledge and experience required for the role includes:

* Significant generalist experience of HR practices and procedures.
* Experience of undertaking HR casework.
* Ability to understand, interpret and apply policies, procedures and regulations.
* Working knowledge of employment law, police regulations, and police and support staff terms and conditions.
* Experience in coaching managers to improve capability with regards to managing people performance.
* Ability to support and advise managers during periods of change.
* Excellent oral and written communication skills at various levels within the organisation.
* IT skills including knowledge of Microsoft Office and Windows in addition to a Personnel IT system.

**4. Personnel: Please state below**

Who will the individual report to?

Lorna Brattin (HR Operations Manager)

Who will be the individual’s line manager and/or reporting officer?

Lorna Brattin (HR Operations Manager)

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

**Benefits to the Individual**

The HR Partners role is designed to support the delivery of an efficient, professional and effective HR Operations service, supporting Districts and Departments by promoting a partnership culture of consistent, professional HR support with continuous improvement across the Service. The individual will experience working in a multidisciplinary team in a large organisation with specific and unique demands. This opportunity will give the post-holder the chance to gain invaluable experience to meet the demands of Human Resources within the Police Service of Northern Ireland therefore supporting front line policing and keep people safe.

**Benefits to the Home Organisation**

This opportunity will enrich the post-holder’s experience and develop his/her abilities in particular around working in the Police Service of Northern Ireland and the unique demands which in turn will benefit the Home Organisation. This opportunity will give the post-holder the chance to gain invaluable experience to meet the demands of HR within the Police Service of Northern Ireland therefore supporting front line policing and keep people safe.

**Benefits to Police Service of Northern Ireland (Host Organisation)**

The benefit to the Host Organisation will be attracting an individual with specific skills set and providing the opportunity to widen their skills and experience in a large organisation with specific and unique demands.

The benefits to the Police Service of Northern Ireland will also assist in the ability to meet the demands on the HR Department to support front line policing and keep people safe.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** As soon as a suitable candidate has been identified and security cleared. CTC.

**Duration:** Up to 12 months.

**Location:** Lisnasharragh, Montgomery Road, Belfast. The successful candidate will be required to travel across parts of the province, therefore access to a means of personal transportation will be essential.

**Resources:** Full office environment – desk, PC, access to printing, photocopying and scanning facilities.

**Funding:** The salary will be £29,317 to £31,446 per annum. PSNI will pay the total salary costs and associated expenses to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with PSNI arrangements.

**Selection:** A papersift will be used to determine the most suitable applicant(s) for the post. If necessary, an informal discussion will be held with Carmel McCormick (Head of HR Service Centre) and another member of the team to discuss the skills, knowledge and experience the applicant(s) would bring to the post. It is important that all candidates indicate how, and to what extent, they meet the essential experience, skills and qualities listed above.

**Contact:** If you require any further information about the post, please contact Lorna Brattin, in PSNI HR Service Centre on 101 Ext 70782or by email to [lorna.brattin@psni.pnn.police.uk](mailto:lorna.brattin@psni.pnn.police.uk) including HR Partner Secondment Opportunity’ in the title.

**Closing Date:** 5.00pm on Friday 08 June 2018

**7. Endorsement**

**Interchange Manager**

Michael Wilkinson

Signed

29/5/18

Date