



Job Description

HR Officer (Development)

Department:	HR & Development
Grade:	Scale 5
Location:	Hindlip Park
Responsible to:	People Development Manager

Main purpose of the role

To support the People Development Manager in the effective delivery of the overall learning and development strategy. To assist with identifying development needs, design, create and deliver learning and development solutions across the organisation.

Key Duties and Responsibilities

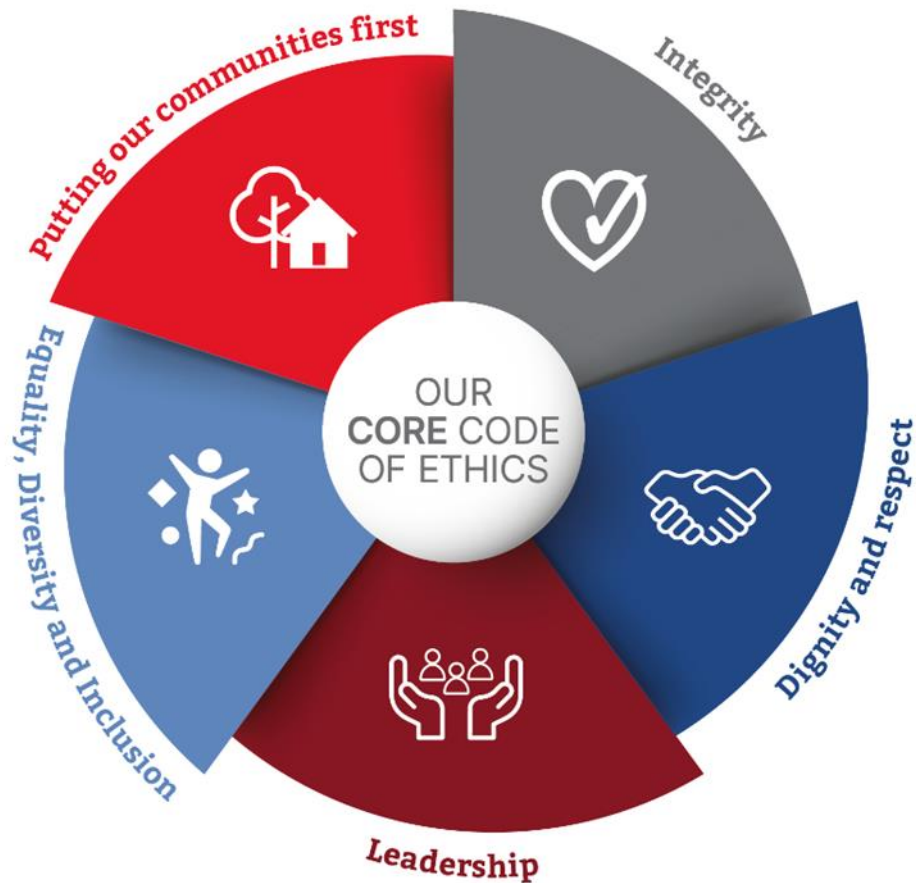
<ul style="list-style-type: none"> To verify the internal assessment processes for demonstration of competence, knowledge and understanding ensuring compliance with National Occupational Standards, NFCC Leadership Framework and NJC Code of Practice where applicable.
<ul style="list-style-type: none"> Provide advice, support and guidance to managers, teams and individuals both in identifying and undertaking learning and development activities.
<ul style="list-style-type: none"> Provide advice, support and guidance in relation to appraisal processes, succession planning, coaching, mentoring and organisational development work linked to Service objectives and values.
<ul style="list-style-type: none"> Monitor the effectiveness of promotion processes to inform development priority areas by monitoring and reviewing practices, to identify and assist within the implementation of improvements.
<ul style="list-style-type: none"> Identify, co-ordinate and deliver learning and development solutions to support organisational development in line with the overall L&D strategy using blended learning as appropriate.
<ul style="list-style-type: none"> Ensure L&D interventions have clear business focused aims that enable robust evaluation of their effectiveness and measurement of return on investment.
<ul style="list-style-type: none"> Develop policies, procedures and guidance to support learning and development processes.
<ul style="list-style-type: none"> Assist with the identification and coordination of formal development programmes.
<ul style="list-style-type: none"> Support managers and individuals with the development of individual and team development plans and / or feedback reports as an outcome of appraisals, promotion processes and / or identified business need.
<ul style="list-style-type: none"> Develop and implement quality assurance systems, ensuring that processes operate effectively and make recommendations for improvement.

<ul style="list-style-type: none"> • Liaise and negotiate with service providers and suppliers, ensuring best value and compliance with procurement procedures.
<ul style="list-style-type: none"> • Work collaboratively with stakeholders aligning complimentary learning opportunities where identified.
<ul style="list-style-type: none"> • Undertake evaluation of L&D interventions and report against KPIs. Record, collate and retain management information to demonstrate progress against KPIs and departmental goals and objectives.
<ul style="list-style-type: none"> • Identify, recommend, support and maintain initiatives to secure any available external funding for learning and development solutions.
<ul style="list-style-type: none"> • Support the facilitation of the IFE examination process.
<ul style="list-style-type: none"> • Support colleagues with relevant selection processes if required.
<ul style="list-style-type: none"> • In the absence of the People Development Manager, represent the Service at meetings locally, regionally and nationally.
<ul style="list-style-type: none"> • Research information and compile ad hoc reports as required.
<ul style="list-style-type: none"> • Keep up to date with current thinking on L&D practice and methods.
<ul style="list-style-type: none"> • Comply with the Service's Health and Safety management policies including the employee's duties as defined in the Health and Safety at Work Act 1974. Undertake Health and Safety training as identified by the Service.
<ul style="list-style-type: none"> • Operate within the spirit of the Service's Core Code of Ethics and Code of Conduct, and ensure their principles are adhered to in all areas of work, including partnership working, and to ensure good practice guidelines are followed at all times.
<ul style="list-style-type: none"> • To promote, implement and comply with FRS policies, procedures, practices and principles, particularly those relating to equality of opportunity.
<ul style="list-style-type: none"> • The post holder must ensure that, both in their dealings with other employees and with members of the public, they adhere to HWFRS' values and must confront any incidents of behaviour which are contrary to those values.
<ul style="list-style-type: none"> • To undertake other such duties from time to time that is commensurate with the position.
<ul style="list-style-type: none"> • The job description sets out the main duties of the post at the time it was drawn up. Such duties will vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Requirements	Essential or Desirable	Identified by A: Application I: Interview
Qualifications and Training		
<ul style="list-style-type: none"> Hold a CIPD Level 3 Foundation Diploma in HR Practice or equivalent qualification/experience 	Essential	A
<ul style="list-style-type: none"> Have evidence of continued professional development 	Essential	A, I
<ul style="list-style-type: none"> Hold a learning and development qualification 	Desirable	A
Experience and Knowledge		
<ul style="list-style-type: none"> Experience of administrative procedures 	Essential	A, I
<ul style="list-style-type: none"> A working knowledge of the design, implementation and co-ordination of quality assurance systems 	Desirable	A, I
<ul style="list-style-type: none"> Experience of training and developing guidance for managers in HR policy. 	Essential	A, I
<ul style="list-style-type: none"> Experience of providing or coordinating coaching and mentoring processes 	Essential	A, I
<ul style="list-style-type: none"> Experience of advising on succession planning processes 	Essential	A, I
<ul style="list-style-type: none"> Knowledge of the design, implementation and coordination of performance appraisal processes 	Essential	A, I
<ul style="list-style-type: none"> Experience of reviewing practices and processes to recommend improvements 	Essential	A, I
<ul style="list-style-type: none"> Experience of researching, reviewing and updating policy 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> Good verbal and written communication skills 	Essential	A, I
<ul style="list-style-type: none"> Good standard of literacy and numeracy skills 	Essential	A, I
<ul style="list-style-type: none"> Good presentation skills 	Essential	A, I
<ul style="list-style-type: none"> Ability to train others 	Essential	A, I
<ul style="list-style-type: none"> Ability to organise events both at Service and Regional level 	Essential	A, I
<ul style="list-style-type: none"> Ability to analyse and interpret data and present it in a logical 	Essential	A, I

effective manner.		
<ul style="list-style-type: none"> Ability to use Microsoft Office and other ICT applications 	Essential	A, I
<ul style="list-style-type: none"> Ability to plan and meet tight deadlines and have good time management skills leading to an ability to prioritise and manage a varied workload with conflicting priorities. 	Essential	A, I
<ul style="list-style-type: none"> Good administrative skills and attention to detail 	Essential	A, I
Other		
<ul style="list-style-type: none"> Highly developed inter-personal skills to include influencing, motivating and assertiveness 	Essential	A, I
<ul style="list-style-type: none"> Self-motivated, self-starter and use of own initiative 	Essential	A, I
<ul style="list-style-type: none"> Ability to be innovative 	Essential	A, I
<ul style="list-style-type: none"> Prepared to take responsibility and make measured decisions within own sphere of authority 	Essential	A, I
<ul style="list-style-type: none"> Occasional flexibility in working hours subject to Service requirements 	Essential	A, I
<ul style="list-style-type: none"> Act at all times in a way that demonstrates and promotes the Service's Core Code of Ethics 	Essential	A, I
<ul style="list-style-type: none"> An ability to travel between locations 	Essential	A, I
<ul style="list-style-type: none"> Hold a current full driving licence and have use of own vehicle for work purposes (reasonable adjustments considered under the Equality Act 2010) 	Essential	A
<ul style="list-style-type: none"> Vetting to NPPV Level 2 Abbreviated 	Essential	Pre-employment
<ul style="list-style-type: none"> Satisfactory Standard DBS Check 	Essential	Pre-employment



Putting our communities first

We put the interest of the public, the community and service users first.

Integrity

We act with integrity including being open, honest and consistent in everything we do.

Dignity and respect

We make decisions objectively based on evidence, without discrimination or bias.

Leadership

As positive role models, we are accountable for everything we do and challenge all behaviour that falls short of the highest standards.

Equality, Diversity and Inclusion

We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.