

Head of People Services Job Family – Senior Leader

Grade: M	Department: People Services
Location: Headquarters	Security Vetting: MV & SC
Role Specific Requirements/ Restrictions:	Political Restriction
Role Specific Hazards:	Display Screen Equipment
System Access Requirements:	MyTrent Manager Self Service, Sickness Recording, Tasking (DMS), Working Time Recording, External email

Role Purpose:

Responsible for the development and provision of a high quality and professional People Services function (the function includes Human Resources, Learning and Development and Occupational Health) and to give strategic direction to all the staff within the function. To ensure the department provides an efficient and effective service that meets the strategic goals and service plans of the service.

Role Specific Tasks

1. To manage the People Services Function, ensuring that there is a co-ordinated approach to service delivery. Ensuring the strategic direction of the function is understood and implemented.
2. To develop and implement the People Services strategy ensuring the force is prepared to meet emerging challenges.
3. To be accountable for the strategic delivery of the People Services Function maximising Human Resources capacity & performance.
4. To play a leading role in Force governance meetings, in particular Peoples Board and associated sub groups.
5. To advise the Chief Officers and Senior Leaders on changing employment legislation and to draft and amend policies accordingly.
6. To be the point of contact for Chief Officers and Senior Leaders on Strategic matters relating to HR/LDS and OHU within DPP.
7. To take a lead role in undertaking consultation and negotiation with relevant Trade Unions and Staff Associations on matters pertaining to staff.
8. To ensure that the strategic goals and objectives of Dyfed Powys Police are reflected in the Learning and Development strategy and plan as well as provide strategic leadership, management and direction in implementing these across all aspects of training delivery in the force.
9. To ensure the delivery of the Occupational Health Function meets with the needs of the organisation taking into consideration the national and local wellbeing agenda.
10. To ensure HR input, advice and scrutiny is provided for all major organisational reviews or change processes prior to publication or presentation to the Chief Officers Group (COG).
11. To ensure employment law issues are raised and considered in working practices and strategic processes in DPP such as change processes, health matters, policies/ consultations etc.
12. To represent the Dyfed Powys at local, regional and national meetings on matters relating to Human Resources/LDS and OHU.
13. To be responsible for Force HR systems and related processes, ensuring that these meet both business and audit requirements and to maintain documental procedures for the business area.
14. To ensure that relevant codes of practice and policies as set out by the Home Office, the Police and Crime Commissioner and the Chief Constable are adhered to.
15. To be responsible for the People Services budget and report any emerging concerns to the Deputy Chief Constable/Director of Finance
16. To seek out National and All Wales Collaborative opportunities for HR/LDS and OHU not only with policing bodies but also private and other public sectors. Whenever possible to ensure process improvement, efficiencies and income generation opportunities are identified and implemented.
17. To promote the work of DPP HR,LDS and OHU on the National Stage marketing the successes of the People Services function.

Role Generic Tasks

18. To be responsible for implementing long-term strategic development across a specialist or professional area and/or in a significant strategic function of the force.
19. To regularly give advice and influence at senior levels of the organisation.
20. To lead a functional area including the shaping of the long term strategic direction of an area of activity.
21. To be accountable for the service delivery and compliance of their function and have a significant influence upon the structure and development of their area of activity.

22. To provide day to day line management of employees, including the proactive management of workplace health and wellbeing.
23. To be responsible for employee conduct, performance and attendance matters in adherence to Force policy.
24. To be overall accountable for resources and financial spend within their function.
25. To ensure succession planning, development of staff and talent management is undertaken.
26. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

To view descriptors of the level of responsibility required of this role please [click here](#).

Note: This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

Skills / Attainments [to be evidenced on application]		Application	Interview
Role Specific	1. Must be a qualified Member of the Chartered Institute of Personnel and Development (MCIPD) and have experience of managing and leading a HR/People Services department (E)	X	X
	2. Must have experience at senior level of leading and managing a range of teams within the Human Resources and Learning and Development area (E)	X	X
	3. Must have experience of developing HR/People Services strategies and policies to reflect the business requirements of an organisation (E)	X	X
	4. Must have experience of managing successfully a wide range of learning and development initiatives that meet organisation needs (E)	X	X
	5. Must have a good understanding of Employment Law with proven experience of interpreting and providing appropriate advice to senior managers (E)	X	X
	6. Must have experience of HR Computer Management systems (E)	X	X
	7. Must have experiencing of consultation and negotiation with Trade Unions and staff associations (E)	X	X
Role Generic	8. Must hold a degree, equivalent professional qualification or have relevant experience in the field of work bringing the role holder to a comparable level (E)	X	
	9. Must have proven experience of leading and managing functions/departments (E)	X	X
	10. Must have managed and controlled budgets/resourcing and understanding of financial management procedures (E)	X	X
	11. Must have extensive experience of delivering a service with competing demands (E)	X	X
	12. Must have experience of effecting change to improve performance (E)	X	X
	13. Must show evidence of continuous professional development (E)	X	X
	14. Must have well developed written and oral communication skills, including delivering high quality presentations (E)	X	X
	15. Must be computer literate with good knowledge of Microsoft Word, Excel and PowerPoint (E)	X	

	16. Must be able to evidence ability to work autonomously, making sound evidence based decisions (E)	X	X
	17. Must have proven experience of advising, negotiating and influencing with internal and external customers at all levels (E)	X	X
	18. Must be able to manage a workload and balance competing priorities, redirecting resources quickly and effectively to meet changing demands (E)	X	X
	19. Must be able to travel throughout the force area (E)	X	
	20. Must have the ability to communicate through the medium of Welsh to level 1 or be prepared to achieve this within 6 months of appointment. (E) [Click here for the DPP Welsh Language requirements]	X	

KEY: (E) – Essential / **(D)** – Desirable

Please Note: At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.