|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **12/05/2021Resourcing Adviser (Ref WP162 / 20892)**

|  |
| --- |
| **Police Staff****Resourcing Adviser****People Services****Role Definition:WP162 / 20892** |

**ROLE DEFINITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dept / Area Command: | People Services  | http://domcms/icons/ecblank.gif | Section: | People Acquisition & Resourcing  |
| Post Title: | Resourcing Adviser  | http://domcms/icons/ecblank.gif | Post Reference: | WP162 / 20892  |
| Post Grade: | Grade H   | http://domcms/icons/ecblank.gif | Location: | Forth Banks/Home working  |
| Car User Status: |   | http://domcms/icons/ecblank.gif | Telephone Allowance: |   |
| Shift Allowance: |   | http://domcms/icons/ecblank.gif | Standby Allowance: |   |
| Weekend Enhancement: |   | http://domcms/icons/ecblank.gif | Contractual Overtime: |   |
| Line Manager: | Aligned to Senior People Partner |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  Provide specialist services to allocated areas to ensure the attraction, recruitment, progression and movement of staff benefit from timely planning and delivery, ensuring adherence to corporate plans, delivers appropriate alignment of resources and meets local priorities.  |

**Key Responsibilities:-  1. Act as account manager to allocated areas to deliver a range of resourcing solutions and activities linking with stakeholders to ensure workforce planning and local resourcing needs are met.** **2. Work collaboratively with Senior People Partners to ensure resourcing activity in allocated areas is underpinned by people intelligence, is consistent with forcewide resourcing priorities and contributes to improve the capacity, capability and wellbeing of the workforce.** **3. Work collaboratively with People Development teams to deliver the implementation of police officer promotion assessments to meet force resourcing and development needs.** **4. Contribute to the delivery, development and maintenance of comprehensive resourcing data, ensuring information remains accessible and accurate at all times to support decision making.** **5. Undertake the development and periodic review of allocated policies and associated procedures.** **6. Lead and inform internal resourcing discussions providing both holistic and detailed resourcing views and solutions to meet local priorities.** **7. Liaise between client managers and central departments in relation to operational deployment of police officers, to reach an effective solution which balances the needs of the individual and the requirements of the organisation.** **8. Assist in the delivery of processes associated with career breaks, secondments, transfers and redeployments to achieve local solutions whilst informing the workforce plan and keeping accurate records are kept up to date.** **9. Work collaboratively with peers and wider stakeholders across departments to ensure resourcing activity is fair, transparent and adheres to force principles and the code of ethics.** **The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**  |  | [Search**Search**](http://domcms/ww/wp/jobdesc.nsf/9d1828e2f6807acb80256ea6004c66fc/%24SearchForm?SearchView)[Basic**Basic Page**](http://domcms/ww/wp/jobdesc.nsf/webBasicView/ABBC1948E9B60566802586D300543407)[Feedback**Feedback**](http://domcms/ww/wp/jobdesc.nsf/webFeedback?OpenForm&ParentUNID=ABBC1948E9B60566802586D300543407) |
|  |