

# Role Profile and Person Specification

## ROLE PROFILE

<b>Role Title:</b>	People Systems Coordinator	<b>Leadership level:</b>	
<b>JRN:</b>	20499	<b>Job family:</b>	
<b>Band:</b>	7	<b>Location:</b>	Agile
<b>Allowances:</b>	As per contract	<b>Politically restricted:</b>	No
<b>Department:</b>	People Services	<b>Vetting level:</b>	RV
<b>Reporting to:</b>	People Systems & Analytics Manager	<b>Date published:</b>	January 2023
<b>Posts responsible for:</b>	None		

## Part A – Job Description

### Overall purpose of the role:

Provide a comprehensive maintenance and configuration service for People Services core systems and business processes to ensure the relevance, timeliness and accuracy of all aspects of workforce data is guaranteed at all times.

<b>1</b>	Configure and maintain core People Services systems and associated business processes to enable accurate control of establishment, training and competency data and support forecasting and succession planning
<b>2</b>	Coordinate system updates and support activities, liaising with key stakeholders to ensure relevant processes are in place to effectively meet Force requirements.
<b>3</b>	Undertake the production of all establishment data and monthly reconciliation to ensure accurate information is produced in support of management decision making.
<b>4</b>	Ensure that establishment and people performance data is captured in a timely manner and reported accurately on core systems to ensure robust reporting and informed decision making.
<b>5</b>	Develop and maintain a detailed knowledge base of resource movement and utilisation across the force to support workforce planning activity and resource deployment.
<b>6</b>	Support the development, configuration and improvement of People Services core systems and associated data sets by liaising with key stakeholders to share and gather information.
<b>7</b>	Assist in the primary analysis of data requests and people metrics, quality assuring data before release to ensure accuracy to support informed decision making.
<b>8</b>	Support quality assurance processes for data in People Services core systems by identifying gaps and implementing solutions to ensure decisions are based on robust, accurate and reliable data.
<b>9</b>	Work in partnership with key stakeholders including People Services and People Development colleagues, senior management teams, ICT, Finance, Transformation teams and external software suppliers, gathering and sharing information to support the development and delivery of business objectives
<b>10</b>	Assist in the design, delivery and maintenance of processes and procedures

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	to ensure all logistical, technical and administrative aspects of people systems are maintained.
<b>Part B – Scope of contacts</b>	
<b>Internal / External relationships:</b>	
<b>Internal:</b> People Services, Digital Policing, Transformation, Finance and People Development teams.  <b>External:</b> Software Suppliers, Home Office, College of Policing	

<b>Part C – Competencies and Values</b>
<b>Northumbria competencies and values framework (NCVF)</b>

<b>Part D – Continuous Professional Development (CPD) role 6 months to <i>be determined</i></b>	
<b>First 6 months</b>	
1	
2	
3	
4	
<b>12 months and beyond</b>	
5	
6	
7	
8	

## Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
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Qualifications, knowledge and experience	<p>Solid understanding of establishment management, core system activities and practice.</p> <p>Ability to coordinate a wide range of activities and information generating options and recommendations.</p> <p>Experience of data analysis handling and reporting skills</p>	<p>Experience in a people management function</p> <p>Experience working within the public sector.</p>	Application/interview/CPD
Planning and organising	Ability to plan, prioritise and complete various projects simultaneously.	Evidence of ability to think critically	Application/interview/CPD
Problem solving and initiative	Initiative to deliver a service in innovative ways.	Evidence of ability to think critically, consistently looking beyond the obvious and exploring alternatives.	Application/interview/CPD
Management and teamwork	Ability to build strong working relationships, demonstrating high level of professional credibility at all levels.		Application/interview/CPD
Communicating and influencing	<p>Excellent interpersonal skills.</p> <p>Ability to communicate information clearly and succinctly, both verbally and in writing.</p> <p>Ability to work as part of a team, effectively influencing peers.</p>	Drive and ability to motivate others.	Application/interview/CPD
Other skills and behaviours	<p>Good knowledge and use of Microsoft Excel</p> <p>Self-motivation, initiative and drive, and the ability to demonstrate professional resilience.</p>	Knowledge/experience of using People systems.	Application/interview/CPD