

Recruitment Team
Police Headquarters
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Email: recruitment@avonandsomerset.police.uk
Office hours 08:30 – 17:00 Mon - Fri

When telephoning or writing please ask for or address correspondence for the attention of:
Recruitment Team

Dear Applicant

Thank you for your interest in a Police Staff position with Avon and Somerset Constabulary. Please find attached:

- A copy of the job description and the person specification
- Application form

The closing date for this post is Friday 31st March 2017 at 17:00 applications received after this time will not be considered. Please ideally return completed applications electronically via e-mail to:

recruithrvacancy@avonandsomerset.police.uk

Alternatively if you wish to submit your application by post please send to the above address.

In line with the Constabulary's Equal Opportunities Policy, in order to ensure all applications may be assessed against the same criteria, it is essential you complete the enclosed forms fully in order to provide us with up-to-date information about yourself.

Your completed application will be assessed against the person specification which will be used to shortlist the applications. Please note, that we are unable to make assumptions about your experience. If you wish to apply for more than one post, please complete a separate application form as application forms are bespoke to each vacancy.

All applicants must be able to be vetted before appointment. Vetting is part of the recruitment process and for meaningful vetting enquiries to take place; applicants are required to have been resident in the UK for the last three / five years depending on the role.

Foreign nationality is not an automatic bar to recruitment or to granting vetting clearance. However, the Force Vetting Officer will require adequate residency and background checks to be conducted for the required period in order to make an informed decision.

Unfortunately, we are unable to pay excess postage on items received; therefore, please ensure that the correct amount is paid if returning your application by post. If this is not the case, I regret that your application will not be accepted, but will be returned to you.

If you have a disability, you may wish to let us know if there are any reasonable adjustments you would like us to make to assist you in your application. Please be assured that this information will be treated in the strictest confidence.

Yours faithfully

Recruitment Team



Role Profile Type: ASC - Enabling Functions - Human Resources

Role Profile: C5012 Director of People and Organisational Development

Published: Yes

Superintendent Role: Yes

Is Parent Role: No

Parent Role:

Description: To join and become an integral part of a high performing Chief Officer team with an ambition to make Avon and Somerset Constabulary an outstanding police force, leading on the development and delivery of a people strategy which is fundamental to our success.

Main Responsibilities:

- Source
 - Develop and implement a People Strategy incorporating Leadership, and organisational Wellbeing.
 - Restructure and transform the People Services function as services are returned from SW1 at significantly reduced cost.
 - Lead the future direction of people services cognisant of latest thinking, innovative approach and thinking emanating from the College of Policing.
 - Identify future change requirements through internal and external scanning and insight.
- Professional Leadership
 - Provide advice to the Executive team and Senior leaders on the full range of HR and learning & Development issues and national policing developments.
 - Act as coach to senior leaders and support their leadership development and people management skills.
 - Influence and engage senior stakeholders so that the role of People Services is understood, valued and respected both within and outside the organisation.
- Organisation Development
 - Develop and execute a leadership development programme that embraces positive culture change.
 - Build organisational capability through workforce design, workforce planning, talent development and succession planning.
 - Build a representative workforce that reflects the communities it serves and design programme for increasing numbers of under-represented groups.
- Employee Relations
 - Embed a culture of effective employee relation through diversity and inclusion and embedding the force values in all people polices across the organisation.
 - Lead and co-ordinate workforce change arising from the PBR and Enabling Service transformation Programme.
 - Maintain a workforce risk register with appropriate mitigation strategies.
- People Services
 - Ensure all People Services are delivered to agreed Service Level Agreement whether delivered internally or through third party

- o outsourced delivery.
- o Ensure People Services systems and applications are value for money, user friendly, accessible and that they provide accurate information to enable a culture continuous improvement.
- Key Performance Measures
 - o Financial performance against a large budget.
 - o Performance against SLAs/KPIs.
 - o Staff Survey, retention, Engagement and succession KPIs.

Rank\Scale:	Chief Officer
Supervisory Responsibility:	Head of People Service; Head of Learning and Development; Force Medical Advisor; Head of Health and Safety.
Additional Information:	Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.
Reasonable adjustments:	Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.
Additional Responsibilities:	You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.
Experience and Qualifications:	<ul style="list-style-type: none"> • You will have experience of leading a significant change and transformation in a medium to large organisation gained in the private or public sector. • Experience of delivering a successful People Strategy. • A track record for delivering a culture of inclusivity and fairness. • A role model with strong interpersonal and influencing skills. A strategic and innovative thinker with strong commercial skills able to working collaboratively with partners and stakeholders. • The postholder will have experience of the following Key Performance Measures, Financial performance against budget, performance against SLAs/KPIs, Staff Survey, Retention, Engagement and Succession KPIs • Educated to degree (level 7) equivalent. • Full membership CIPD. • The postholder must hold a full current driving licence and be prepared to use his or her own vehicle on Force Business.

This post has been designated as requiring the following vetting level in accordance with the National Vetting Policy - Police Management Vetting (MV)

SHORTLIST Criteria relevant to the job	ESSENTIAL Requirements necessary for safe and effective performance in the job	ADDITIONAL / USEFUL Where available, elements that contribute to improved/immediate performance in the job
Qualifications	Educated to degree level 6 (minimum) or equivalent QE1	Educated to degree level 7 or equivalent QA1
	Full CIPD membership QE2	FCIPD (Chartered Fellow) QA2
	The postholder must hold a full current driving licence and be prepared to use his or her own vehicle on Force Business. QE3	
Experience	Experience of leading transitional change and development EE1	Demonstrate an excellent current knowledge of public sector finances and the practical application of the rules in a dynamic service. EA1
	Experience of excellent leadership and people development skills in order to build an engaged , highly reputable and forward-thinking People function	

	<p>through transformation in a challenging and demanding environment.</p> <p>EE2</p>	
	<p>Strong proven experience in the successful design and implementation of robust People strategies, including demonstrating the ability to select the most appropriate People initiatives to meet business requirements</p> <p>EE3</p>	
	<p>A role model with strong interpersonal and influencing skills. A strategic and innovative thinker with strong commercial skills able to work collaboratively with partners and stakeholders.</p> <p>EE4</p>	
	<p>Experience of the following, Key Performance Measures, Financial performance against budget, performance against SLAs/KPIs, Staff Survey, Retention, Engagement and Succession KPIs</p> <p>EE5</p>	
	<p>Previous experience of delivering a culture of inclusivity and fairness</p> <p>EE6</p>	