Job Profile

Position Details	
Post	HR Policy Officer
Service Area	Customer, Transformation and Resources / Human Resources
Reports to	Reward Strategy Manager
Grade	PO2
Job Family	Human Resources

Role Purpose
The primary purpose of the role is to research and draft HR policy and Codes of Practice in order that HR processes are transparent and reasonable, and support the Council's Equality and Diversity agenda, which in turn informs the design and implementation of the workforce programme to create an inclusive workplace. Assisting the Reward Strategy Manager with a portfolio of policy innovations the job holder will be expected to work closely with both the Head of Workforce Programmes and other Senior HR Managers.

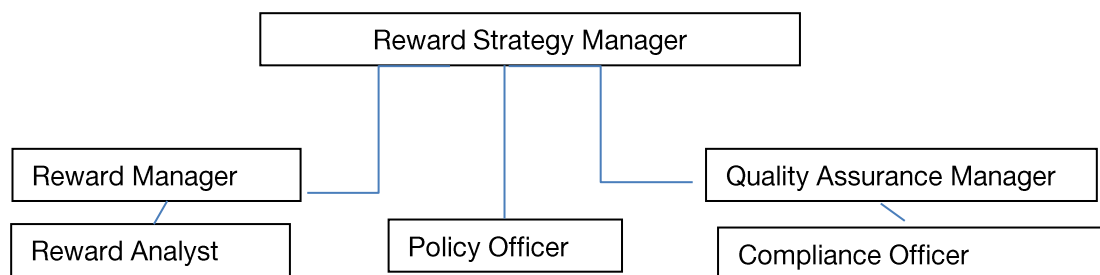| Main Responsibilities |
| --- |
| • Research and draft updates to the Council's HR policies and codes of practice to ensure our processes regarding our staff reflect our values, legislative requirements and best practice in the sector.

• Monitor, collate and analyse HR data to inform the Council on the effectiveness of its policies, particularly those built around the concept of inclusion.

• Prepare reports, guidance, briefing notes and other documentation as required to support necessary changes.

• Work closely with Communications, IT and HR colleagues to help formulate a comprehensive calendar of events that publicise, promote and expound the Council's HR policies particularly those aspects which demonstrate our commitment to equality and diversity in our workforce.

• Identify opportunities for, and assist in the delivery of, training regarding the Council's HR policies and in particular how we ensure that their execution is free from unconscious bias and reflect our equality and diversity goals.

• Assist with the design and dissemination of the Council's Code of Conduct to both new and existing members of staff. |

Generic Responsibilities
1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT systems and social media. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. A degree or equivalent qualification in related discipline	D
2. Previous experience of workplace matters in an HR context particularly in relation to drafting policy.	E
3. Good IT skills including familiarity with MS Office and social media technology.	E
4. Ability to work on own initiative with minimum day-to-day supervision.	E
5. Ability to work with complex, sensitive and confidential information in a clear and logical manner.	E
6. Good communication skills with an ability to engage and communicate to staff at all levels.	E
7. Excellent written skills to produce policy documents in a coherent, concise and accessible manner.	E

Main Contacts & Other Information
Main Contacts: Head of Workforce Programme HR colleagues in Haringey and in other organisations Trade union representatives   Other Information:

Organisational Structure
Please provide organisation structure chart.

Reward Strategy Manager

Reward Manager

Reward Analyst

Policy Officer

Quality Assurance Manager

Compliance Officer

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.
If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	100%	Use of a computer.	Yes	85%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
No
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
The post holder is responsible for the collation, input and analysis of staff equal opportunities data and required to access SAP through the Council's HR system.
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No