The Mayor's Office for Policing and Crime

Job Description

Role	HR Officer	**Grade**	7
Reports To	HR Advisor	**Post Ref**	S6212
Directorate	HR, Private Office & Secretariat	**Team**	Human Resources

Job purpose

1. To provide an effective, high quality service across the range of human resources activities and functions which supports the aims and objectives of the Mayor's Office for Policing and Crime (MOPAC).

2. To work with the HR Business Partner, HR Advisor and HR Project Manager to support the implementation of the new HR delivery model.

3. Support the HR Advisor and wider HR team in the delivery of the MOPAC People Strategy.

Principal Accountabilities

1. Work as part of the HR and OD team to support managers and staff across a range of HR&OD activity. Act as the first point of contact for managers and staff within the MOPAC; responding to queries and requests for information and support.

2. Assist the HR Advisor as required in the successful systems and processes transfer to an HR operational shared service planned for the autumn of 2022.

3. Review and action changes to terms and conditions of employment and payroll updates on a monthly basis, including updating information on the HR system, submitting notifications to the payroll team and producing written confirmation to individuals.

4. Co-ordinate recruitment campaigns from advert to new starter on-boarding process using the online applicant tracking system. Supporting hiring managers and candidates through each stage of the process, while ensuring diversity and inclusion is at the centre of the recruitment process.

5. Manage the vetting process for new starters, as well as renewals for current staff. Liaise with the Metropolitan Police Service (MPS) Vetting Unit to ensure clearance is

granted within the agree service timeframe.

6. Monitor compliance on mandatory training, providing regular reports to the Senior Leadership Team and working with the HR Advisor on staff communications regarding training

7. Provide advice on the application of HR policy, including disciplinary, grievance, absence management and other employment issues, attend meetings, and take minutes and maintain records as required.

8. Take part in HR projects to support the development of policies and initiatives

General Responsibilities

- Manage staff and resources allocated to the job in accordance with MOPAC's Code of Conduct, including their responsibilities around preventing fraud, bribery and corruption.

- Realise the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.

- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with MOPAC Health and Safety policies.

- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.

- Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.

- To undertake such other duties as may be reasonably expected.

Key relationships

Accountable to:	HR Advisor
Accountable for:	Staff and resources allocated to the job
Principal contacts:	Managers and staff across the MOPAC, Share Services Manager, HR shared service partners and wider GLA Group HR services

Person specification

Technical requirements:

1. Experience of working in a similar Human Resources role with responsibility for a wide range of operational human resources activities

2. Appreciation and awareness of policies and procedures including; absence management, performance capability, diversity and inclusion, recruitment and retention.

3. Knowledge and experience of using information technology including word processing, spreadsheets, presentation and databases to produce letters, reports, presentations, management information, charts, and mail merge documents.

Behavioural competencies

Delivering Outcomes

Delivers quality outcomes to meet objectives

Works to support the delivery of relevant objectives and meet the needs of customers and managers. Undertakes a range of tasks, ensuring outcomes are delivered to a high quality within the required timeframe.

Works to support effective decision-making

Helps others by supplying them with appropriate information and support where relevant. Ensures appropriate record keeping, feeding back learning for future working.

Organisational Influence

Acts with Professionalism

Behaves appropriately, taking personal responsibility for own actions and setting a good example for other colleagues. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others. Shows initiative, personal resilience and motivation to deliver a quality service. Upholds legislation, regulations and policy, acting with integrity and challenging those who do not.

Develops effective communications and working relationships

Builds effective relationships with customers, colleagues and stakeholders. Communicates Effectively and inclusively with customers, senior managers and team members. Ensures clear, two-way communication through listening and responding appropriately, learning and sharing Information. Upholds organisational reputation.

Productivity

Manages own time and relevant resources efficiently and effectively

Prioritises work and use of resources to meet local objectives. Ensures time and resources are used in a way that best meets customer and MPS needs. Uses MPS resources efficiently, ethically and appropriately. Shows support for efficient working.