JOB DESCRIPTION

Role title:	**Resource Planner**
Grade / SCP:	D
Hours / Shift Pattern:	37
Department or Division:	Resource Planning, Operational Support
Location:	Wyatt Way, Ripley
Post reports to:	Resource Planning Manager
Suitable for job share or part-time:	Job share
Other considerations (e.g. Travel):	The role will initially work Mon – Fri, however, shift pattern will be introduced, covering 07:00 – 20:00, and working 1 weekend in 4. All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.
Date last reviewed:	Oct 2025

PURPOSE AND DESCRIPTION OF JOB ROLE:

The Resource Planner is critical to ensure we have the right people in the right place at the right time to deliver our daily business needs across the force. This is achieved by forward planning duties, managing staffing levels, daily operational abstractions and the entitlements of employees.

You'll be managing and abstracting officers and staff for training, critical to help ensure the constabulary has the right people trained to the correct levels to deliver our daily business needs across the organisation and to the public.

Using specialist software managing staffing levels, operational priorities, risk, and location to maximise training abstractions and the entitlements of all the constabulary's employees

SPECIFIC ROLES AND RESPONSIBILITIES:

- Forward planning of staffing in the units and the wider organisation for the force and be abstracting, booking, updating, and allocating officers and staff to various training courses.
- Collating and compiling course information using specialist software, ensuring high levels of accuracy.
- Responsible for forward thinking, identifying and formulating ways to improve and streamline working practices.

- Closely working with Subject Matter Experts (SMEs) within Learning & Development and the wider constabulary around the review and application of new processes to ensure courses have maximum occupancy and attended in a timely manner and maintaining divisional staffing levels.
- Contributing to the constabulary's skill knowledge and compliance in keeping officers and staff up to date with new practices and changes in legislation assisting with public safety and confidence.
- Regularly monitoring and providing updates on the Forces Key Performance Indicators (KPIs).
- Help contribute to an accessible and deployable workforce. Researching, collating, and compiling duty rosters for force members of staff using Duty Management Systems, ensuring high levels of accuracy at all times.
- You'll be monitoring and managing staffing levels for the area and highlighting and resolving any staffing issues, taking into consideration Police Regulations, Working Time Regulations and Police Staff Regulations.
- Responsible for inputting new shift patterns on the duty management system to suit specific areas of business. Amending and creating shift patterns to suit operational and business requirements.
- Prioritising own workload using initiative to problem solve and communicate effectively with staff at all levels within the organisation.
- Innovate and challenge the status quo with a focus on continuous improvement and maintaining high standards of service.
- Communicate to all levels of the organisation, ensuring messages are appropriate to the audience.
- Any other duties commensurate with the role, based on operational needs as requested by Supervision/Management.
- Ability to agile work at locations across the force if required, and home working subject to conditions.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- GCSE English Language min. grade/4 or equivalent qualification
- Excellent communication skills with ability and experience of communicating information effectively.
- Experience of working using on own initiative and prioritising tasks to meet deadlines.
- An ability to constructively challenge existing practices, using a logical, coherent, and consistent approach to problem solving and using own judgment to make decisions.
- Experience of working as part of a team to solve problems.
- Must be proficient in Microsoft Office, specifically Outlook, Word and Excel and able to compile and present data, maintain and update records.

Desirable:

- Knowledge and experience of the complexities of shift systems and duty rostering on a duty management system.
- Working knowledge of police regulations, working time regs and police staff council handbook.
- Experience in assisting with all areas of new system implementation, i.e. be a representative on system working groups, reconciliation of data, and testing.