



Job Description

Title – Resource Planner

Version - 10 Date - 10/07/2018

Post Number:	DB188
Grade /Scale:	4
Weekly Hours:	37
Department:	Resource Planning
Status:	Established
Responsible To:	Resource Planning Team Leader
Responsible for:	No responsibility for other staff
Location Work base:	Force Headquarters
Job Role /Purpose:	<p>To deliver an effective and efficient service to resource all the operational needs of the Leicestershire Police.</p> <p>To co-ordinate resources that will be available for both Force-wide, Regional & locally planned and unplanned events</p> <p>To provide a proactive and professional advisory service to managers and individuals relating to duty planning</p> <p>To comply with national, regional & local guidance and standards on the management of police information to record and retrieve relevant data</p> <p>To work a shift pattern from 0700am – 1800pm Monday-Friday and one Saturday in eight..</p>
Contacts:	Police Officers and Police Staff at all levels across the Force/ External Organisations. Other Forces/ Partner Organisations
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

1. Communicate ideas and information effectively, using language and a style of communication appropriate to the situation and people being addressed.

2. To be educated to GCSE Grade C or equivalent in English Language or be able to demonstrate ability to the above level by work experience

Work Experience:

3. Provide a high level of service to customers, maintaining contact, working out what they need and responding to them

Personal / Interpersonal Skills, Aptitudes:

4. Plans and carries out activities in an orderly and well-structured way, prioritising tasks and working within appropriate policy and procedure.

5. Work effectively as a team member, helping to build relationships within it, actively achieving team goals.

6. Take personal responsibility for making things happen and achieve results.

7. Show confidence to perform your role on your own initiative.

8. Understand the need for change and be willing and flexible to adapt to it.

Special Skills:

9. Use windows based computer systems with accurate keyboard skills and input to a level equivalent to 25 words per minute (to be tested before interview).

Other:

10. Demonstrate the ability to consider and show respect for opinions, circumstances and feelings of people regardless of age, belief, disability, gender, race, religion, or sexual orientation

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education (including qualifications):

1. Demonstrates the ability to clearly communicate decisions and the rationale behind them

Work Experience:

N/A

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

2. Show knowledge of legislation relating to Data Protection and the Freedom of Information Acts

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

To prepare and maintain a rolling 12 month duty plan for the rank of Inspectors, Sergeants and Constables in accordance with Police Regulations and in line with Departmental policy ensuring that fairness & equality of planned absence allocation is maintained.

To prepare and maintain 12 rolling month duty plan for operational police staff employees (e.g. PCSOs, SOCOs) in accordance with Terms & Conditions of Service and in line with Departmental policy ensuring that fairness & equality of planned absence allocation is maintained.

To highlight to the line manager any diversity issues that may impact on resource levels.

To understand and allocate appropriate cover levels to align resources to demand by amending duties in line with local abstraction policies and demand profiling.

To advise line managers of possible solutions to enable the most efficient and cost effective method of resource deployment to meet shortfalls of appropriate cover.

Allocate resources for pre-planned training events.

To assist with the allocation of resources to ad hoc spontaneous events, major enquiries & where changes are required to planned events.

To co-ordinate individuals' attendance at court ensuring that appropriate cover for abstraction is provided.

To input annual leave & other agreed time off information for Departmental staff and to advise any potential resilience matters to the line manager.

To attend local Resource Planning meetings and provide relevant management information.

To be flexible to the changing priorities of operational policing and to manage tasks appropriately whilst ensuring the provision of core resource planning is still deliver.

Management/Leadership:

N/A

Technical:

To be proactive and review future events & understand the effect on shift cover & amending duties as appropriate.

To review resource levels at previous events and make improvement suggestions for future events.

To carry out duty planning and deployment for major events, planned overtime and communicate the requirements to all involved personnel.

To assist with the allocation of resources to major operational incidents as guided by the local Operations Planner.

Communication:

To liaise with colleagues and managers to resolve queries and provide information as appropriate.

To notify changes of duties to those affected and be able to explain the reasons for the change if required.

To advise and assist with the planning of management level decisions especially to co-ordinate the level of resources required for planned & unplanned events.

To provide guidance and advice to line managers the resource planning function and duty planning.

To proactively advise line managers via regular reporting of individual's working time patterns and leave balances.

Administration:

To collate and present a variety of statistics for use by line managers and Departmental Management teams.

To input and maintain data to appropriate Force systems (e.g. OIS/Vantage Command & Control).

General:

To obtain and maintain competencies and undertake ongoing training or formal assessment required to meet set standards to be a Resource Planner.

This role reflects the main responsibilities and activities to be carried out by the post holder. In the interests of effective and efficient working tasks will be reviewed and may change to reflect changing needs and circumstances.

Other:

N/A

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Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity
Impartiality
Transparency
Social responsibility

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

- 1) Please select one - Recruitment Vetting (RV) ☒ or Management Vetting (MV)
- 2) Please select one - Counter Terrorist Checks (CTC) ☒ or Security Check (SC)
- 3) Please select one - Developed Vetting (DV) ☐ or N/A

Date line manager checked vetting level needed :

Car User: Yes ☐ / No ☒ - Essential /Casual Allowance {*per mile / day etc*}: Please enter text here

Budgetary Management: Yes ☐ / No ☒ Budget Value approximate value £ Please enter text here

Additional Information: Please enter text here

Reasonable adjustments

Please enter text here

Organisation Chart

Resource Planning
Manager

Resource Planning
Team Leader

Resource Planner

Resource Planner

Resource Planner

Resource Planning
Clerk