



HEDDLU GOGLEDD CYMRU
Gogledd Cymru diogelach

NORTH WALES POLICE
A safer North Wales

Shared Service Facility Post Profile

Post:	Force Resource Planner
Grade:	Salary Scale 6 plus 8.5% weekend working allowance
Competency and Values Framework Level/s:	Level 1
Responsible to:	Force Resource Manager
Based at:	St Asaph
Agile Work Pattern:	Allocated (or fixed) desk
Gauge Job No:	A720
SUP No(s):	1889

OVERALL PURPOSE OF JOB:

To assist the Resource Unit Manager with the future planning of operational resources for the Force

To produce and maintain duty rosters for Force staff:

1. Provide adequate resources to meet the priorities for efficient and effective policing
2. Maintain compliance with the Working Time Directive and identify issues arising
3. Maintain compliance with Force procedures and directives, Police Regulations and the Police Staff Local Agreements
4. Provide a dedicated advice service to all staff on the Optimum System, its uses and requirements

DUTIES AND RESPONSIBILITIES:

1. To record and manage training abstractions in compliance with Force procedures, working in liaison with the SFF Training Administration Team
2. To use reporting tools in the form of Business Objects and EIS Reporting to identify and plan training

Operational Planning:

1. To work as logistics officers during major incidents/operations ensuring that staffing requirements are met by interrogating the Optimum System to identify Officers with the specialist skills required, i.e. PSU (Police Support Unit) and Search Team. To then roster the required staff, taking into consideration the cost implications and minimum staffing levels of the remainder of the Area
2. Where shortfalls are identified, it is a requirement of the role to recall staff to duty from Rest Days ensuring that overtime is distributed fairly and non-discriminatively across the Area. Liaise with other Divisions and Forces if there is a requirement for Mutual Aid

Optimum System:

1. To maintain all records on the Optimum System in accordance with Force Policies, Police Regulations, the Police Staff Local Agreements and other Force Directives.
2. To produce, publish and maintain a 1-year projection of all working time using the Force Duty Rostering System.
3. To produce, publish and maintain a detailed roster of working time for at least 3 months in advance and in accordance with Police Regulations and the Police Staff Local Agreements

4. To ensure available resources meet the staffing levels agreed and make decisions based upon said levels to ensure that sufficient Police presence is maintained as appropriate
5. To record and manage Annual Leave, Time Off and Rest Days in compliance with Entitlement and Force and Divisional procedures, Police Regulations and the Police Staff Local Agreements
6. To record and manage Court abstractions in compliance with Force and Divisional procedures
7. To record and manage any other abstractions and/or activities in compliance with Force and Divisional procedures
8. To ensure all changes of published working time are notified as soon as practicable in compliance with procedures

Miscellaneous:

1. To identify, organise and record additional staff for Special Events and immediate Operational requirements utilising Force skills databases and the Duty Rostering System
2. Provide audit trail accountability and data accuracy within the Optimum System

Non-supervisory:

1. Promote and comply with North Wales Policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.
2. Maintain compliance with Force Optimum, Time and Attendance and Absence Entitlement Policies.
3. Any other duties as directed by a Supervisory Officer commensurate with the post and salary grading.

MINIMUM CRITERIA FOR THE ROLE:

The role requires applicants who can demonstrate (with evidence) skills in the following areas:

1. NVQ III and/or relevant proven experience.
2. Have an excellent working knowledge of IT skills and ability to work at an Intermediate level in Microsoft applications, specifically Excel.
3. Excellent communication skills, commensurate with the requirements of the role
4. A pro-active/self-motivated approach with the ability to prioritise work and meet deadlines set by the Resource Unit Manager and the Senior Management Team as appropriate, responding positively under pressure.
5. Good administrative and organisational skills evidencing attention to detail and accuracy.
6. Ability to work with a minimum of supervision and as part of a team.
7. Ability to engage and influence at all levels of the organisation.

DESIRABLE

1. Knowledge of Police Regulations and Staff Conditions of Service would be desirable

HOURS OF DUTY: Variable

Individuals will be required to work a rotating shift pattern, which will include some weekend, bank holiday and evening work. It may be necessary for the prescribed shift to be changed at short notice to provide effective cover dependent upon the needs of the Service.

You will be required to participate in 24 hour standby and on call arrangements and work occasional evenings and weekends when necessary, and must be prepared to work at any time during an emergency and in any location

WELSH:

The level of Welsh skill required for this position:

Verbal

Level 3 Converse partly in Welsh

NOTES:

1. This Job Description and Person Specification IS NOT a statement of all the detailed procedures and conditions applicable to the post holder. Therefore there will always be instructions in addition to those outlined that meet the work demands and natural evolution of the Department/Division at any particular time.
2. Any of the detailed duties and responsibilities may also vary in accordance with point 1 above without changing the character or level of responsibility the post entails.
3. The Chief Constable reserves the right to transfer the post holder to any other location within the North Wales Police area following consultation with the Staff Side in accordance with Force Policy applicable at the time.

Last Reviewed By Line Manager	Date:	29.11.17	Name:	SM
Last Reviewed By Diversity Unit	Date:	29.11.2018	Name:	GG