

Resource Planner – Resource Management Unit

Job Family – Support

Grade: C	Department: Specialist Operations
Location: Headquarters	Security Vetting: RV
Role Specific Requirements/ Restrictions:	None
Role Specific Hazards:	Display Screen Equipment
System Access Requirements:	My Trent Self Service, Tasking (DMS), Working Time Recording, External Email

Role Purpose:

To assist the Force Resource Management Unit Supervisor in dynamically managing force rotas in order to maintain consistent coverage, whilst balancing the need for cost effective abstraction. Ensuring compliance with Police Regulations, relevant Dyfed-Powys Policies, Police Staff 'terms and conditions, Health and Safety at Work Act 1974 and the European Working Time Directive.

Role Specific

1. To assist the Force Resource Management Unit Supervisor with the future planning of operational and organizational resources for Dyfed Powys Police.
2. To ensure a minimum of 3 months' notice for change of duties for all operational officers.
3. To work and plan towards a maintained 12-month resource plan for operational areas.
4. To ensure preferred staffing levels or minimum staffing levels are maintained by effective rota planning.
5. To plan effectively to mitigate gaps in resources. When required, assist Line Managers and make good decisions to address any unplanned shortfalls that effect desired levels, and to attend Resource Management Groups and other resourcing meetings.
6. To ensure that rota management is conducted in line with police and staff regulations and other relevant internal policies; this will include planning for and implementing the agreed force annual leave policy for Police officers and Police staff.
7. To work with other departments in the force in order to build relationships to promote better planning.
8. To ensure that, as far as possible, emergency and last-minute resourcing requirements can be accommodated.
9. On receipt of a request for Mutual Aid, will work with colleagues from Operations and Planning Department to resource from across force, liaising with key stakeholders to ensure demand for skills and capability are met in a timely manner.
10. To assist in providing impact assessments for all planned operational resourcing moves/transfers for discussion at Force Resource Management Board.
11. In conjunction with the Line Manager, schedule Training within the overall training plan.
12. Undertake administrative duties involved in the preparation of training courses, recording skills on DMS and provide statistics as required.
13. To co-ordinate on-call rotas and records of Officers with specialist skills in conjunction with other relevant internal stakeholders.

Role Generic

14. To communicate through the medium of Welsh to a level 1 standard or be prepared to achieve this within 6 months of appointment [Click [here](#) for the DPP Welsh Language requirements].
15. To undertake as directed the transactional activities and administrative tasks required.
16. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
17. To deal effectively with internal and external communication from staff and members of the public.
18. To ensure force systems are maintained and updated effectively in line with business processes.
19. To develop, maintain and ensure effective business processes.
20. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

To view descriptors of the level of responsibility required of this role please [click here](#).

Note: This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

Skills / Attainments [to be evidenced on application] Only evidence against these <u>FIVE</u> attainments on your application form	
	1. Must possess G.C.S.E's Grades A - C, in Mathematics and English Language, or have proven relevant experience to a comparable level in numeracy and literacy (E)
	2. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)
	3. Must be proficient in the use of Microsoft Word for word processing and Excel for data manipulation and reporting (E)
	4. Must demonstrate a practical approach to problem solving (E)
	5. Must have effective keyboard inputting skills enabling effective inputting and retrieval of data (E)

Other skills / experience / knowledge needed for the role and may be assessed during the interview process	
	1. Should have rota management experience (D)
	2. Must have previous experience of delivering high standards of service to internal and external customers (E)
	3. Must be prepared to successfully complete all training and assessment required of the role (E)
	4. Must have effective written and oral communication skills (E)

KEY: (E) – Essential / **(D)** – Desirable

Please Note: At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.