

Resource Supervisor – Resource Management Unit

Job Family - Supervisor

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

Role Purpose:

To be responsible for leading the Force-wide Resource Management function and managing the performance of the staff within the Resource Management Unit. Develop a consistent, cost-effective and efficient approach to the management of work schedules and resources, whilst ensuring compliance with Police Regulations, Police Staff Terms and Conditions, Health & Safety at Work Act 1974 and the European Working Time Directive.

Role Specific Tasks

1. To supervise and be responsible for the Force Resource Management Unit and the delivery of a professional resource management service by maintaining a 12 months resource plan for operational areas.
2. Govern the preferred staffing levels for all operational areas and work with Line Supervisors to ensure a sufficient Police presence is maintained and assist to address any unplanned shortfalls.
3. Identify demands via liaison with key stakeholders across the force (such as SLTs) and attend RMG meetings in order to identify and develop best working practices to benefit the BCU's and the RMU to ensure that resources are managed in a cost-effective and efficient way.
4. Identify demands via liaison with Ops Training and Learning and Development in order to identify and develop best working practices to facilitate training with a minimum of 3 months' notice for change of duties for all operational officers.
5. On receipt of a request for Mutual Aid, will work with colleagues from Specialist Operations and Ops Planning to resource from across force, liaising with key stakeholders to ensure demand for skills and capability are met in a timely manner.
6. Produce accurate ad-hoc reports and represent RMU at the Force Resource Board. To be prepared to advise on all planned operational resourcing moves/transfers.
7. Co-ordinate on-call rotas and records of Officers with specialist skills.
8. Refer to Police Regulations in ensuring that recall and overtime are managed fairly and non-discriminately across the Force.
9. To consult with the Finance Department in order to mitigate against identified levels of excess overtime and identify better ways of working via recommendations. This could involve the development of duty patterns adhering to police and staff regulations.
10. To utilise TRENT and have oversight of the skills database in order to accurately plan over a 12 month period to ensure an even spread of resilience across the force.
11. To facilitate the training and supervision of staff within the Resource Management Unit to ensure staff understand and can apply relevant policies and legislation such as Police Regulations, Working Time Directive and Police Staff Terms & Conditions of Service.
12. Develop skills and abilities of other personnel within the department and the Force in connection with duties of this post to ensure effective resilience and succession planning.
13. To carry out other duties as may from time to time be directed by line management.

Role Generic Tasks

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 be responsible for the management, development and provision of quality services through flexible tasking processes.
16. To provide day to day line management of employees, including the proactive management of workplace health and wellbeing.
17. To deal with employee conduct, performance and attendance matters in adherence to Force policy.
18. To work with customers at the initial point of contact and have the responsibility for resolving queries.
19. To prepare original reports and statistical returns to improve quality and performance and meet statutory and regulatory requirements
20. To be responsible for specific budgets and ensuring expenditure is monitored.

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| <ol style="list-style-type: none">21. To implement ongoing training and development activity to up skill staff, promoting flexibility of deployment and resilience.22. To identify activities and processes that requires improvement to deliver change and enhance performance.23. To provide supervisory resilience during periods of absence/abstraction.24. 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. |
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<p>To view descriptors of the level of responsibility required of this role please click here.</p>

<p>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.</p>

Skills / Attainments [to be evidenced on application]	
Only evidence against these FIVE attainments on your application form	
	1. Must have an in-depth working knowledge of Police Regulations, Police Staff Conditions of Service and the Working Time Directive and their application in the Resource Management environment. (E)
	2. Must possess the ability to lead staff and to motivate a team to deliver a high level of performance in a pressurised resource management environment. (E)
	3. Must have excellent communication, facilitation and influencing skills and the ability to persuade and influence. (E)
	4. Must have an in depth knowledge and practical' experience of Resource Management and associated planning issues. Proven analytical skills and experience; familiarity of forecasting resources (roster patterns) would be an advantage. (E)
	5. Must be able to demonstrate extensive experience of planning major policing events, utilising generalist and specialist police and non-police resources. (E)

Other skills / experience / knowledge needed for the role and may be assessed during the interview process	
	1. Must be able to travel widely throughout the Force area in order to effectively oversee the delivery of Resource Management by the Resource Planners. (E)
	2. Must have proven ability to think at a strategic level in a planning or resource management environment. (E)
	3. Must have sound analytical and problem solving skills In order to undertake audits and research, assimilate information and make recommendations to respective stakeholders to enable necessary service improvements. (E)
	4. Must possess GCSEs Grades A - C, in Mathematics and English Language, or have proven relevant experience to a comparable level in numeracy and literacy (E)
	5. Must have previous administrative experience (E)
	6. Must be able to administer policies and procedures to quality standards (E)
	7. Must have effective written and oral communication skills, with an ability to communicate with people at all levels of the organisation (E)
	8. Must have proven organisational skills and have the ability to effectively prioritise tasks to achieve deadlines (E)
	9. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)
	10. Must demonstrate a practical approach to problem solving (E)
	11. Must be proficient in the use of Microsoft Word for word processing and Excel for data manipulation and reporting (E)

(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.