

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	Divisional Resource Officer	Current Grade:	A005
Department:	Operations	Area:	A/B/C/D Division
Reports To:	Divisional Resource Manager	No of Posts:	40
Level of vetting:	BV	Post Number:	As per division

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To plan, roster and update the use and deployment of appropriate staff resources to cover day to day policing, training, events and operations.

To deliver the Force key objectives by ensuring resources are deployed effectively, efficiently and in a cost effective manner. This role is essential to ensure that DMS, part of ORIGIN and a Force Critical System, is rigorously maintained and the data held within the system is as accurate as possible.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

None

#### Staff Responsibilities – Direct or Non-Direct

None

#### Any Other Statistical Data

Divisional resource officer ratio to total BTP employees 1:134

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**D. PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

Ensure cover and skill levels are maintained by responding to changing circumstances in operational demands, and provide resource options to managers and senior officers where levels are not able to be met.

Liaise with HR, Learning and Development and other internal departments as well as senior managers on day to day basis to identify resource issues and potential solutions.

Forecast future abstractions of resources based on knowledge of events, training, sickness, temporary duty restrictions, court and leave.

Produce rosters in a timely manner whilst ensuring minimum notice periods are adhered to wherever possible, to minimise costs whilst maintaining the required resource and skill levels to efficiently discharge all duties and uphold the reputation of the Force.

Provide a first point of contact, as a subject matter expert, for advice and guidance in relation to quality of service, Police regulations, HR processes, ORIGIN systems, entitlements and the interpretation of relevant Force standard operating procedures.

Produce, analyse and evaluate high quality up to date statistical data and expert management information reports, confidentially and sensitively, on a diverse range of resource related matters, and disseminate the information to those clients (including senior officers, SMT and COG) authorised to access it.

Communicate on a regular basis with event commanders and event planners, pre / during and after an event to identify specific requirements that need to be considered in planning and running an event.

To work corporately so that conflicting priorities, events and orders are not considered in isolation but are, as far as possible, addressed with balance and impartiality while taking the overall situation in to account.

Receive, examine and implement any incoming queries relating to rostering or any other related work, so as to mitigate distraction from the front line.

Maintain the accuracy of establishment data by coordinating and processing staff movement forms.

Accurately forecast, program and manage all Mandatory and Non-Mandatory training for staff and officers of all ranks, whilst reducing any disruption to frontline policing in order to ensure correctly skilled staff are utilised according to operational requirements.

Update the Duty Management System whilst ensuring that all duties and responsibilities are discharged with reference to operational demand, current BTP SOP's and relevant legislation including Health and Safety requirements, the full implications of each and every duty change processed, and any associated costs arising from meeting operational demand using finite resources.

**E. DECISION MAKING:**

**Make decisions**

Efficient and effective deployment of resources.

**Significant say in decisions**

Negotiate with stakeholders across the force.

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

All employees across the force in relation to resource management

**External**

Train operating companies, Home office forces, TSSA and Police federation in relation to resource management

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**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

Educated to A level standard or equivalent qualification / work experience

**Experience:**

Ability to demonstrate an understanding of working within a dynamic planning environment

**Skills:**

Excellent written and verbal communication skills

Computer literacy with good working knowledge of Office applications, including Excel and Outlook.

Able to work under high pressure to tight timescales, and manage a heavy workload, as part of a team or under own initiative

Able to research, analyse and interpret various legislation, policies, procedures and terms and conditions of employment

Ability to influence and negotiate with contacts at all levels of an organisation

Flexible and positive attitude tempered with tact and discretion

Experience in organising employees and resources by skill and experience to cover events, activities and/or projects

Ability to multitask effectively

Ability to plan ahead and understand the full implications of each action carried out

**Desirable Criteria:**

**Experience:**

Experience of working within an emergency service or resource planning environment

**Knowledge:**

Understanding of EU Working Time Directive or relevant legislation

Knowledge and understanding of the principles of computerised rosters

**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

Respond to, and support, divisional mobilisation plans when activated by critical incidents

**I. AUTHORISATION DETAILS**

Prepared By: Resource Management Working Group  
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HoD: Resources  
Evaluation Panel: Emma Norman

Date: 26 April 2016

Date: 26 April 2016

Date: 04 May 2016

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