

Job Description

| A Post Details | |
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| Job Title: Resource Planning Officer | Grade: A005 |
| Department: Force Resource Planning Unit (FRPU) | Division: E |
| Reports to: Resource Planning Manager | Contract Type: Permanent Select |
| Level of Vetting: Recruit Vetting | Numbers in Post: 32 |
| B Purpose of the Post | |
| <p>To plan, roster and update the use and deployment of appropriate officer and staff resources to cover day-to-day policing, training, events and operations.</p> <p>To deliver the Force's key objectives by ensuring resources are deployed effectively, efficiently and in a cost-effective manner. This role is essential to ensure that DMS and PP, part of ORIGIN and a Force Critical System, is rigorously maintained and the data held within the system reflects real time data and is as accurate as possible.</p> | |
| C Dimensions of the Post | |
| <p>Financial – Direct or Non-Direct: N/A</p> <p>Staff Responsibilities – Direct or Non-Direct: N/A</p> | |
| D Principal Accountabilities | |
| <ul style="list-style-type: none"> • 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, L&D and other internal departments as required to identify and resolve resource-related issues. • Using supporting systems including Cover Management, oversee 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 required 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. • Act as a point of contact and 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. | |

- Record all requests for assistance reported to the FRPU using the designated service desk system; review and resolve these as tasks to ensure that policy, regulations and T&Cs are not breached, all stakeholders are considered and that the customer is satisfied with the service and resolution from start to completion and receive a response within the agreed SLA timeframe. When such issues cannot be resolved, support and guidance will be provided by the Force Resource Lead.
- Communicate on a regular basis with event planners, pre/during and after an event to identify resource 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.
- Maintain the accuracy of establishment data by coordinating and processing staff movement forms and HGD.
- Accurately program and manage all mandatory and non-mandatory training for staff and officers of all ranks, whilst reducing any disruption to frontline policing to ensure correctly skilled staff are utilised according to operational requirements.
- Accurately program and maintain on-call functions.
- 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.

E Decision-making

Ensure the efficient & effective deployment of resources whilst influencing and negotiating with stakeholders across the Force.

F Contact with Others

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.

G Essential Criteria

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| Qualifications and Training: |
| <ul style="list-style-type: none"> Educated to minimum GCSE standard or equivalent qualification. Experience of working within an operational or resource planning environment. |
| Experience: |
| <ul style="list-style-type: none"> Ability to demonstrate an understanding of working within a dynamic planning environment. Experience of organising employees/resources (by skill/experience) to cover events, activities and/or projects. Proven ability to proactively plan ahead and understand the full implications of each action carried out. A successful track record of working as part of a team in a large, multi-disciplined operational organisation. Ability to manage conflicting deadlines and priorities, whilst remaining calm under pressure. |
| Skills & Knowledge: |
| <ul style="list-style-type: none"> Excellent written and verbal communication skills Computer literacy with good working knowledge of Office applications, including Excel, Teams and Outlook. Able to work under high pressure to tight timescales and manage a heavy workload, either as part of a team or under own initiative Ability to influence and negotiate with contacts at all levels of an organisation Flexible and positive attitude tempered with tact and discretion Ability to multi-task and problem-solve effectively |
| H Additional Information |
| <p>The FRPU will be operational between 0700-1900, 7 days a week and postholders will be required to work within these parameters to maintain this capability.</p> <p>To ensure the function is high-performing and fully-effective, the postholder will be open to and committed to continuous personal and professional development.</p> <p>The postholder is expected to respond to and support force mobilisation plans when activated by critical incidents.</p> |
| <p>For Panel to complete only:</p> <p>Line Manager Approval: (this is only signed off when the line manager has approved the final version)</p> <p>Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)</p> <p>Date: Click or tap to enter a date.</p> |

