

Job Title: Duty Planner	
Job Evaluation Number	B562

## JOB DESCRIPTION

<b>Job Title:</b> Duty Planner	
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Resource Manager	<b>Band level:</b> 3G
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Through efficient planning ensure resources are positioned to provide operational resilience, both at Force and LPA level, and in accordance with the Resource Management programme

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Plan, schedule and deploy resources required to meet the operational needs of the organisation for special operations, pre-planned events and unforeseen circumstances in order to ensure operational resilience of the Force and LPA, financial implications and the impact the changes will have on individuals
2. Record and manage long term and short notice abstractions to maintain resilience levels, continually revising duties to ensure demand is met, whilst complying with all relevant policy and legislation
3. Implement amendments to shift patterns and ensure officers are provided with rotas and shift changes in a timely manner.
4. Monitor Police Officers and Police Staff working hours to ensure adherence with Working Time Regulations and to safeguard the health and safety of individuals
5. Undertake regular audits to ensure employees personal and professional information stored within the DMS system is correct and up to date and provides information to the Resource Manager(s) of any areas of concern
6. Manage and advise on requests for resource management information to ensure effective decisions around changes to business process. Identify and investigate variance from schedules that had a negative impact on budget and or performance to ensure tight control and efficient use of resources.
7. Produce management information regarding duty changes, rest days, TOIL and overtime to assist the Resource Manager(s) in managing the devolved overtime budget efficiently and providing the LPA commander with relevant information.
8. If and when requested, represent the Resource Manager during any periods of absence.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

**Further Comments:**

Resource Management unit responsible for over 4000 police officers and 2000 police staff.

Job Title: Duty Planner	
Job Evaluation Number	B562

Each LPA is multi-location, multi skilled, demand driven and performance focused.

OCU/Departments have force wide responsibility with specialist trained staff.

#### d. CHARACTERISTICS OF THE ROLE

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
Good standard of education including excellent numeracy, literacy skills, ability to apply logic and must be willing to participate in relevant and continuous professional development.	E
Proven ability to negotiate, influence and resolve conflict through effective communication / interpersonal skills.	E
Proven ability to prioritise and work to deadlines; produce accurate and quality management data.	E
Excellent IT skills (ability to use word and excel to intermediate level) with proven ability to understand complex, bespoke technology, in particular, from DMS, command and control and associated systems; produce and understand management information.	E
Must be prepared to work flexible hours, if required.	E
Knowledge or proven experience of forecasting in a shared service environment.	D
Recent experience of working with Workforce Management software and / or resource planning function.	D
Knowledge of legislation relating to shift work, working time regulations, terms and conditions of service and Health & Safety.	D
Knowledge and understanding of police work/regulations/policies/organisational structure.	D