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| <b>ROLE<br/>PROFILE</b> | <b>RESOURCE MANAGEMENT<br/>PLANNER</b> |  <b>Devon &amp; Cornwall Police</b> |
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## SECTION 1: PRINCIPAL RESPONSIBILITY

|   |   |          |         |                   |       |
|---|---|----------|---------|-------------------|-------|
| <b>Principal Responsibility</b>                         | <p>To deliver effective resource plans for operational policing in order to meet the complex needs of a variety of business areas. In particular to</p> <ul style="list-style-type: none"> <li>• Maintain staffing levels for day to day policing activities, and for planned/ spontaneous operations</li> <li>• Accurately record data in appropriate Force IT Systems to enable the production of effective resource plans</li> <li>• Act as first point of contact for resource management enquires</li> <li>• Support the maintenance of the organisational skill base</li> <li>• Produce reports and analysis to assist managers with future resourcing decisions</li> <li>• Present and explain plans as required to relevant managers</li> </ul> |          |         |                   |       |
| <b>Role Type/Family</b>                                 | Police Staff  |          |         |                   |       |
| <b>Grade</b>  | 4   | Location | Various | Vetting Clearance | MV/SC |
| <b>Medical Assessment</b>                               | N/A   |          |         |                   |       |
| <b>Political Restrictions</b>                           | N/A   |          |         |                   |       |
| <b>Role-Specific Training and CPD to be undertaken.</b> | <ul style="list-style-type: none"> <li>• Force Resource Management IT Systems</li> </ul>  |          |         |                   |       |

## SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE *(For selection purposes)*

|   |   |   |
|---|---|---|
| <b>Formal Qualifications required</b>                           |   |   |
| <b>Essential experience and specialist skills and knowledge</b> | <ul style="list-style-type: none"> <li>• A sound understanding of resource management and planning including an understanding relevant IT systems</li> <li>• Knowledge of Police Regulations, Police Staff Handbook and Working Time Regulations</li> <li>• Excellent written and verbal communications skills</li> <li>• Experienced MS Office user, particularly Excel and Outlook</li> <li>• Comfortable in working with large amounts of data and quickly identifying gaps/ inconsistencies</li> <li>• Proven ability to work under pressure and to tight deadlines</li> <li>• Strong negotiation skills</li> </ul> |   |
| <b>Essential Behavioural Competencies</b>                       | <ul style="list-style-type: none"> <li>• Openness to change</li> <li>• Respect for race and diversity</li> <li>• Team Working</li> <li>• Resilience</li> </ul>  | <ul style="list-style-type: none"> <li>• Effective communications</li> <li>• Problem solving</li> <li>• Planning and organising</li> <li>• Personal responsibility</li> </ul> |

## SECTION 3: BEHAVIOURS

## **LEADERSHIP**

### **Openness to change**

**C** Understands the need for change and is willing to adapt to it. Is flexible and prepared to try out new ideas.

## **WORKING WITH OTHERS**

### **Respect for race and diversity**

**A.** Understands other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. Understands and is sensitive to social, cultural and racial differences

### **Team Working**

**C** Works effectively as a team member and helps build relationships within it. Actively helps and supports others to achieve team goals.

### **Effective communication**

**A** Explains complex issues, making them easy to understand. Makes sure that important messages are being communicated and understood throughout the organisation

## **ACHIEVING RESULTS**

### **Problem solving**

**B** Gathers information from a range of sources to understand situations, making sure it is reliable and accurate. Analyses information to identify important issues and problems. Identifies risks and considers alternative courses of action to make good decisions.

### **Planning and organising**

**C** Plans and carries out activities in an orderly and well-structured way. Prioritises tasks, uses time in the best possible way, and works within appropriate policy and procedures

### **Personal responsibility**

**B** Takes personal responsibility for own actions and for sorting out issues or problems that arise. Is focused on achieving results to required standards and developing skills and knowledge.

### **Resilience**

**B** Shows confidence to perform own role without unnecessary support in normal circumstances. Acts in an appropriate way and controls emotions.