

CUMBRIA CONSTABULARY

JOB PROFILE

Job Title: Resource Coordinator

Department: Resource Co-ordination

Reports To: Sergeant, Resourcing Co-ordination **Location:** HQ

All employees must ensure compliance with the Cumbria Constabulary Health and Safety Policy, and all other relevant statutory Health and Safety legislation

This job profile has been written primarily for evaluation purposes and may not detail some less major duties allocated to the post holder, or cover duties of a similar nature, commensurate with the grade, which may from time to time be reasonably required by the relevant manager.

1. JOB PURPOSE

To ensure that Cumbria Constabulary's resources (people) are coordinated within the boundaries of legislation and policy whilst ensuring the most cost effective use of resources.

To prepare and maintain police officer and police staff duty rotas and associated records to ensure adequate resources are available to meet operational demand taking into account public safety, staff welfare, health and safety legislation, Working Time Directive, and the Police Regulations. Identify/research shift patterns/rotas, which make the most efficient, effective and economical use of resources.

2. PRINCIPAL ACCOUNTABILITIES

Duties

- 2.1 Provide highly specialised advice in Resource Co-ordination to SLT's on staff moves, establishment and resource planning. This includes attendance at User Group meetings and SLTs. Maintain establishment Records (plan on a page), whilst providing information for weekly resourcing meeting.
- 2.2 Implement organisational restructures to meet changing demand of the organisation. Use technical knowledge ensuring high levels of accuracy are achieved in the transfer of information that serve and support HR, Finance and Central Services Department. Build structures within Origin DMS that are fit for purpose so data is displayed correctly for the essential use by the Constabulary.
- 2.3 Assess, evaluate and manage the impact of breaches in minimum staffing levels. Making important decisions to ensure most cost effective method is used and agreed with Senior Officers to resolve.
- 2.4 Negotiate with Staff and Officers regarding overtime, shift time changes, recall to duty and cancellation of rest days, using sympathetic approach with those affected. Use professional judgements to make informed decisions whilst taking into account officer safety and welfare, police regulations staff terms and conditions and force policy.
- 2.5 Assess, authorise or refuse all requests for annual leave, TOIL or RDiL in accordance with relevant departmental/ Force operating guidelines.

- 2.6 Objective and fair when organising staffing for public holidays, allocating overtime in line with budgetary requirements. Use professional judgement and specialised knowledge to make the most cost effective decisions, liaising with area managers as appropriate.
- 2.7 Co-ordinate duties for mutual aid requests, events, major incidents and operations, ensuring value for money is achieved.
- 2.8 Robustly manage, prepare and co-ordinate training schedules to meet training needs, including one-off training courses or recurring annual training.
- 2.9 Manage current and new shift patterns ensuring they are always compliant with the Working Time Directive providing specialist advice as required.
- 2.10 Scrutinise the impact of flexible working requests, reviewing proposed shift patterns, identifying alternatives if appropriate. Ensuring a balance is met between personal and organisational requirements and provide feedback to line managers.
- 2.11 Use specialist technical knowledge to maintain and update Origin Police Personnel records, delivering a high level of accuracy ensuring efficient transfer of data between departments and systems.
- 2.12 Provide, develop and monitor specialised training for new colleagues, ensuring they achieve the high level of specialised knowledge is achieved. Facilitate training to DMS end users requiring specialised knowledge.
- 2.13 Represent the Resource Co-ordination at high-level Constabulary meetings as experts providing our specialised knowledge, to assist with developments to the Constabulary.
- 2.14 Support the Constabulary by working on call, working unsocial hours and attend work at short notice to assist with resource management in the event of major incidents.
- 2.15 Prioritise own / departmental workloads taking in to account the needs of staff and the organisation in an efficient manner. Ascertain urgency of the work requests, have a high level of mental dexterity to react to changing demand and priorities.

3. DIMENSIONS

- 3.1 The post holder will contribute to the efficient operation of the Resource Co-ordination function. The post impacts on the use of the local payroll budget through its influence on the utilisation and organisation of staff resource.
- 3.2 The post holder will work in consultation with Constabulary departments and external agencies and continually review the functionality of the systems and processes used within their own business areas to ensure they remain effective and efficient.

4. KEY FEATURES

4.1 Framework and Boundaries

The post holder must work within legislation, Police Regulations, Police Staff Terms and Conditions, national standards, best practice and force policy.

4.2 Important Working Relationships

Internal

Commanders & Directors
All levels of police staff and officers
Human Resources
Central Services Unit
Occupational Health
Learning and Development
ICT
Professional Standards Department
Unison/Police Federation

External

Magistrates and Crown courts
Witness Care

4.3 Major Challenges

The post holder will work in an environment where conflicting demands require careful prioritising to ensure services are delivered.

Agreed by Post Holder: _____ **Date:** _____

Line Manager: _____ **Date:** _____

Head of Department/: _____ **Date:** _____

**CUMBRIA CONSTABULARY
PERSON SPECIFICATION**

JOB: Resource Coordinator

LOCATION: Dependent on the post holder

	Essential	Desirable
<p>Experience And Knowledge</p> <p>Skills & competencies required. Eg Geographical knowledge of the area, familiarity with certain legislation.</p>	<p>Demonstrate ability to work to deadlines, identify and develop service improvements and manage conflicting priorities.</p> <p>Experience of working effectively with both internal and external partners.</p> <p>Excellent written and verbal communication and negotiating skills</p> <p>Proven numeracy and literacy skills.</p> <p>Excellent planning and organisational skills</p> <p>Excellent analytical skills.</p> <p>Knowledge of local area and events.</p> <p>Assertiveness</p>	<p>Knowledge of Police Service structures and procedures.</p> <p>Knowledge of working time directive</p> <p>Knowledge of Police Staff Terms & Conditions.</p> <p>Knowledge of Police Regulations</p> <p>Experience of managing duties in 24/7 environment</p> <p>Experience of Origin DMS application.</p> <p>Experience in using information management system</p>
<p>Education And Training</p> <p>General education Specialist training</p>	<p>Educated to degree level or demonstrable competence.</p> <p>ECDL or similar ICT qualification or strong technical acumen.</p> <p>Accomplished computer skills, especially Microsoft applications</p>	
<p>Competency and Values Framework Level One</p>	<p>Innovative & Open Minded Deliver, Support and Inspire Taking Ownership Critically Analyse Collaborative Emotionally Aware</p>	

<p>Circumstances</p> <p>Eg: Driving licence/mobility Shift working Unusual / irregular working hours Standby / callout</p>	<p>Valid and Full Driving Licence.</p> <p>Ability to work flexible working hours to accommodate organisation requirements.</p>	
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