



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

POA CATEGORY CODE:

DIRECTORATE:

Response & Resolution & Matrix

STRAND/DEPT:

Matrix

SECTION:

Force Resource Unit

JOB TITLE:

RESOURCE PLANNING ASSISTANT

REPORTS TO:

Resource Planning Supervisor

CURRENT RANK/GRADE:

C

DATE:

September 2024

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To administer the Resource Management System and assist the Resource Planning Supervisor in ensuring an efficient and effective resource service is provided to the Force.

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a) Provide day to day administration of the resource management system including updating court warnings, training courses, sickness, annual leave, postings, attachments, restricted duties, shift pattern maintenance, work-free, re-rostered rest day maintenance, Duty Management System DMS resource administration and any other task required to ensure the system is accurately maintained.
- b) Monitor day-to-day abstractions, liaising with supervisors in order to minimise the impact of abstractions such as court attendance, and where necessary ensure remedial action is taken to address shortfalls.
- c) Monitor and assess requests for training courses and annual leave received via the DMS IT system workflow. Assess whether the request should be authorised to ensure that the request will not lead to a breach of Force abstraction rate policy. Authorising or rejecting the request based upon these requirements.
- d) Receiving and recording notifications of sickness absence. Recording the absence on DMS to ensure line managers and People Services are made aware via the workflow, and where necessary ensuring remedial action is taken to address shortfalls in staffing levels.

- e) Assist the Resource Planning Supervisor in determining resource strengths for the Force to meet customer requirements. To provide advice to ensure the efficient management of resources having regard to Police Regulations, Police Staff Conditions, Local Agreements, Health and Safety and Welfare.
- f) Provide administrative assistance in the resourcing of operations in the absence of the Resource Planning Supervisor, thus ensuring an effective service is provided.
- g) Assist the Resource Planning Supervisor in maintaining an up-to-date demand profile ensuring that personnel are effectively allocated (this includes the effective use of personnel on restricted and recuperative duties).
- h) Assist in administering Force rotas, ensuring that fair and equitable rotas are maintained, details published and communicated to all relevant individuals and Command Teams.
- i) Assist in monitoring the working time of staff across the Force to ensure compliance with Force policy and the Working Time Regulations 1998.
- j) Conduct tasks relating to the administration of DMS, such as staff movements, as directed by the Force Planning Officer.
- k) Assist the Resource Planning Supervisor in administration of requests for flexible working agreements, including administration relating to recording of new shift patterns onto Origin as directed.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Post holder is required to undertake and successfully complete a training course in resource management. Knowledge of resource allocation and work scheduling issues, including relevant Personnel Policies, Police Regulations, Police Support Staff Conditions of Service, Working Time Regulations and Health and Safety Legislation will be required.

Must be IT literate with an ability to use Force Systems including: Windows, MS Office applications and resource management systems to assist in maintaining computerised systems and to undertake other administration duties.

Communication and influencing skills – the post holder will be required to resolve both competing demands for limited resources and the needs of the individual against those of the organisation.

Post holder must be self-motivated with the ability to work under pressure, prioritising workloads to effectively meet deadlines and maintain smooth running of unit. Post holder must work well as part of a team.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No requirement for Police Powers

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

None

(b) Supervision Received:

Direction and monitoring from Resource Planning Supervisor.
However the post holder is expected to plan and organise their work on a daily basis.

(c) Other Contacts:

(i) Within Merseyside Police:

This is a Force Resource Unit and there will be daily contact with managers at various ranks within the various strands of business.

(ii) Outside Merseyside Police:

Crown Prosecution Service
Outside agencies as operationally required

5. CONTEXT:

(a) Operating Environment: (Services provided, work patterns, who are the customers).

The Force Resourcing Unit provides the following resource services to the Force:

- Annual leave
- DMS Resource Administration
- Court warnings
- Force Operations Resourcing
- Flexible Working
- Sickness reporting
- Training Allocation
- Resourcing enquiries
- Resource Allocation Planning
- Monitoring the use of overtime

The post holder will be required to work an average of 36.5 hours per week covering a shift pattern of five days a week.

- (b) **Framework and Boundaries:** (Policies and procedures which affect you and how these can be changed).

Legislation

Police Regulations 2003

Working Time Regulations 1998

Health and Safety at Work Act 1974

Merseyside Police Policy and Procedures.

Government legislation.

- (c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

None

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: Nil

Staff: Nil

Other: Nil

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

To ensure that the right resources are accurately assigned to the right duty. To accurately maintain the resource management system and highlight opportunities to improve service delivery. To work effectively as a team and ensure omni-competency thus assisting the efficient and effective running of the unit.

8. ADDITIONAL INFORMATION:

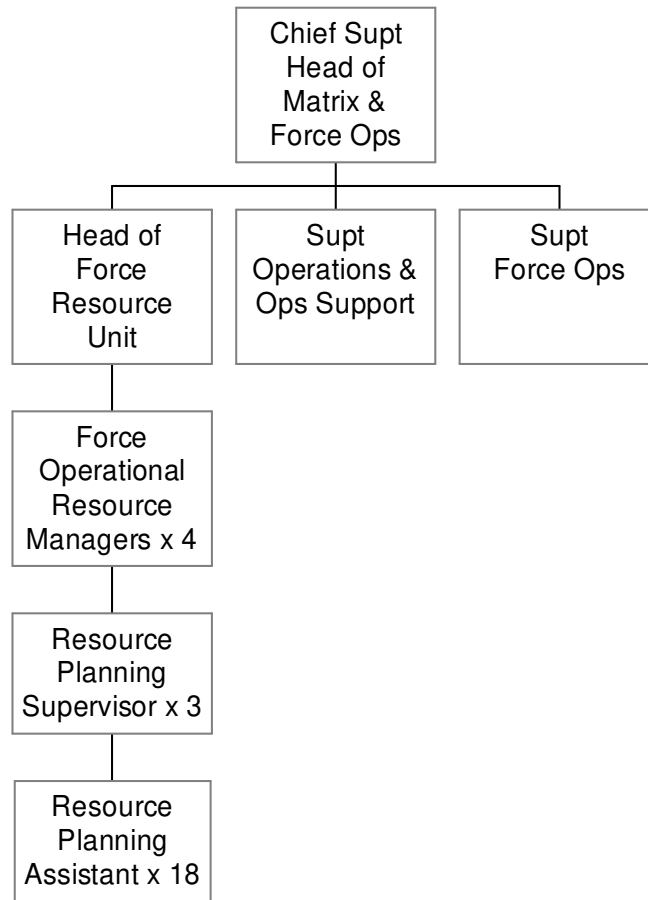
(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

9. VETTING LEVEL / POLITICALLY RESTRICTED :

(What level of vetting is required for the post and is it classed as a politically restricted post).

10. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



11. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn