



**Northumbria
Police
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06/05/2020

FCC Coordinator (Ref SS013 / 20654)

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**Police Staff
FCC Coordinator
Operations Department
Role Definition:SS013 / 20654**

ROLE DEFINITION

Dept / Area Command:	Operations Department	Section:	FCC
Post Title:	FCC Coordinator	Post Reference:	SS013 / 20654
Post Grade:	Grade G	Location:	Ponteland
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	FCC Supervisor		
Staff Responsibilities:	Allocated subordinate staff and trainees		
Purpose:	Plan and coordinate resources within Area Commands and Departments in order to ensure they are managed effectively and ensuring the maximisation of available skill.		

Key Responsibilities:-

- 1. Co-ordinate staff within an allocated Area Command & Department, liaising with business area leads to ensure the effective management of resources across the Area Command & Department as a whole.**
- 2. Support People Services to maintain a single 'Establishment' record for each Area Command & Department. Provide advice to Senior Management regarding potential resourcing issues and projected vacancies.**

- 3. Advise Senior Management Teams regarding the movement of staff, taking into account Force requirements and establishment levels, provide timely updates to relevant departments regarding staff moves.**
- 4. Advise Senior Management Teams regarding the effective deployment of restricted and recuperative staff, taking into account Force requirements.**
- 5. In conjunction with the FCC Analyst oversee and advise on flexible working applications taking into account not only the impact on team and Area Command / Department resourcing but also any impact on Force requirements. Make recommendations to the relevant SMT lead. Ensure flexible patterns are reviewed in line with Force Procedure.**
- 6. Ensure all computer systems accurately reflect staff's team, function, working location, working hours, skills, etc.; providing advice and guidance to managers and supervisors when required.**
- 7. In conjunction with SMT, provide advice on annual leave and other abstraction levels for each team; monitoring to ensure compliance.**
- 8. Support FCC Planners in order to meet Force operational needs re: incident demand, events, operations, etc.**
- 9. Provide leadership and direction to the FCC team including recruitment, appraisal, development and performance of staff, ensuring they have the skills, knowledge, behaviours and experience to be productive in their role and reach their full potential.**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.

Categories