**ROLE PROFILE**

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| **Role Title:** | FCC Planner | **Leadership level:** | *To be determined at later phase* |
| **Post reference:** | 20655  | **Job family:** | *To be determined at later phase*  |
| **Grade:** |  | **Location:** | Ponteland |
| **Allowances:** | On Call  | **Politically restricted post:** | Yes / No |
| **Area command / Department:** | Force Coordination Centre  | **Vetting level:** | Management  |
| **Reporting to:** | FCC Supervision | **Date accepted as a role profile:** |  |
| **Posts responsible for:** | None  |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| Planners work within the Force Coordination Centre (FCC) on a shift pattern covering the hours of 7am – 10pm 7 days a week. They support the organisation to meet demand by fulfilling resourcing requirement for both spontaneous and planned incidents, operations and events. Planners will work within and support the effective management of operational incident rooms.Planners will coordinate centrally any overtime, abstractions and annual leave ensuring that all computer records are updated and accurately reflect operational resourcing. |
| **Key responsibilities of the role:** |
| **1** | Facilitate the daily force pacesetting meeting collating and presenting force resourcing information and making an accurate record of information and actions discussed in the meeting and circulate to senior leaders.  |
| **2** | Provide detailed resourcing information and advice to commanders for spontaneous and pre-planned events and operations to ensure the effective deployment of skilled resources. |
| **3** | Prepare resourcing plans for spontaneous, pre-planned and mutual aid events taking into account Force resource levels and capability, local events and skills required |
| **4** | Participate in exercises and live operations as required, in order to contribute to the effective delivery of resourcing plans. |
| **5** | Prepare resourcing plans to ensure minimum resource levels are maintained in critical roles arranging backfill with appropriate skilled officers where required. |
| **6** | Plan and maintain rotas for key roles ensuring that appropriate cover is provided across the force. |
| **7** | Participate in on call duties working flexibly in response to operational demand and spontaneous incidents |
| **8** | Support the department to maintain accurate records by carrying out updates within the resource management system. |
| **9** | Plan and allocate overtime resourcing on behalf of area commands and departments ensuring a centralised understanding of duty officers  |
| **10** | Maintain an up to date knowledge of Police Regulations, the Police Staff Handbook and Working Time Directives to ensure resource deployment is compliant |
| **11** | Manage officer annual leave requests in line with agreed abstraction levels.  |
| **Part B – Scope of contacts** Operational Commanders and Senior managers, operational officers, staff and supervisors across the organisation.People Services including systems teams, tutor sergeants, training delivery team. |
| **Internal / External relationships:** |
| **Internal:** Detailed above **External: Partner agencies when involved in multi-agency incidents** **Other police forces regional and national coordination centres in relation to arrangements for mutual aid** |

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| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
| *Level – tbc*  |

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| **Part D – Continuous Professional Development (CPD) role 6 months** *To be determined*  |
| **First 6 months** |
| 1 | Navigate the Resource Management and other police computer to establish resource levels.  |
| 2 | Understanding of different officer skill sets  |
| 3 | Ability to maintain accurate resourcing records  |
| 4 | Understanding of minimum resourcing levels for critical roles |
| 5 | Ability to display and present and explain detailed resourcing information |
| **12 months and beyond** |
| 5 | Proficient in the use of the Resource Management system and able to update officer and staff records within the system. |
| 6 | In Depth understanding of officer skill sets and requirement for effective deployment |
| 7 | Proficient in the use of technology within the command room. |
| 8 | Knowledge of police regulations around duties, changes and entitlements |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | GCSE or equivalent Maths and English Grade A-CICT skills experienced in the use of Microsoft Excel and Microsoft word. |  | Application/interview/CPD |
| Planning and organising | Demonstrable experience of organisational skills.Ability to prioritise workloads in order of importance, dealing with both spontaneous and planned workloads and to work under pressure to meet deadlines.Demonstrate experience of recording information and maintaining accurate records.Motivated to manage workloads and work at times without direct supervision. | Previous resource planning experience.Demonstrate experience of recording information and maintaining accurate records. | Application/interview/CPD |
| Problem solving and initiative | Demonstrate experience of using own initiative to provide solutions to solve problems | Evidence of resourcing experience and ability to deal with unplanned and spontaneous requests. | Application/interview/CPD |
| Management and teamwork | Ability to work effectively as part of a team.Demonstrates experience of working with others as part of a team and understands the benefits | Demonstrates experience of working with others as part of a team and understands the benefits | Application/interview/CPD |
| Communicating and influencing | Able to utilise both written and verbal methods to communicate, including the use of a variety of ICT equipment and software. Demonstrates evidence of effective communication and the ability to adapt style to suit the audience.  | Able to clearly communicate messages which at times may be unpopular | Application/interview/CPD |
| Other skills and behaviours | Personal behaviours in line with the Code of Ethics and FSR Codes of Practice and Conduct. |  | Application/interview/CPD |