Creating a safer
Cambridgeshire

Role Title:	Resource Officer
Rank/Grade:	SC5
Job Family:	Corporate Development
Reporting to:	Resource Unit Manager
Main purpose of the role:	To actively support an efficient and accurate resource management system for the force ensuring that information is accurate, up to date and stored appropriately, taking appropriate action on exception reports and problem solving resource issues which arise.

Key Responsibilities

- Take any necessary action to compensate for abstractions arising from annual leave, sickness, court warnings, training and other planned or spontaneous loss. Highlight and resolve any staffing issues taking into consideration Police Regulations, Police Staff Handbooks, Working Time Directive and Police Staff Terms and Conditions. Deal with exception reports produced by the system to include ensuring that reports showing resources below optimum staffing levels are addressed or that the risk is documented and recorded. Manage the DMS diary applying rosters following staff moves and Police Personnel updates. This accountability will include general problem solving of issues.

- Co-ordinate the deployment of staff in the most cost-effective way for specific duties/operations such as PSU, searches, training. This will include cost-effective staffing on Public Holidays in a fair way, implementing duty changes where necessary. This will involve working with resource administration staff warning/de-warning and dealing directly with Staff in order that they are available and aware of the need to take part in specific duties or operations.

- Assist in assessing the impact of abstractions for regular planned training such as officer safety training, firearms, etc and work with Learning and Development to ensure that training abstractions have minimum impact on operational requirements. Carry out RDIL and TOIL audits in accordance with force policy. Re-allocate excess RDIL or TOIL ensuring optimum staffing levels are maintained.

- Provide management information from records kept, as and when required. Provide support and assistance to the users for the system, including support to the admin assistants. Act as a point of contact for admin assistants so as to ensure policy and procedure are followed consistently.

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
• None	• None

Entry Requirements – Assessed by App/Ass/Int

- English and Maths Grade C GCSE or equivalent.
- Experience of using IT systems as a work planning tool.
- High level of interpersonal skills with the ability to be diplomatic, assertive and tactful.
- Strong organisational skills, with the ability to prioritise work with minimal supervision.
- Effective verbal communication skills, including the ability to communicate with personnel at all levels.
- Able to work as a positive and effective team member.
- Able to work under pressure to achieve tight deadlines, sometimes at short notice.
- Able to work with a high degree of accuracy and attention to detail.

Any other General Requirements/Scope – Assessed by App/Ass/Int

- Sound IT skills, including the ability to understand and use Word, Lotus Notes,
- Flexible approach to duties and hours worked
- Vetting is required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

Assessment of Performance in Role

| Behavioural Competencies |

We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.