

ROLE PROFILE Part1	Role Title	SMARTER RESOURCING SCHEDULER			Dept /LPA	CONTACT MANAGEMENT
			VETTING LEVEL			
Grade/Rank	Scale 5					
Responsible To	Smarter Resourcing Team Leader					
Staff Line Managed	None					
Reviewed by (Manager)	Andy Day				Date	22/6/16
Purpose of Job	To effectively monitor, prepare and update information to enable efficient deployment of Police and Staff resources using the Workforce Management system to ensure that the daily policing response is met and abstractions managed and to minimise the requirement for overtime.					
Key Accountabilities	1. Plan and Schedule staff duties, using the workforce management technology, according to skill sets in order to ensure that resources meet forecasted business demand profiles and ensuring compliance with working time regulations and relevant policies. 2. Engage with staff and resolve conflicts with staff and managers, in order to maintain good employee relations balanced with the needs of the business following the scheduling of shifts 3. Manage the production of schedules for those on full Flexible Roster contracts and part flexible contracts, ensuring that all legislative requirements are met and that fair rotation of preferences is applied. 4. Review requests for flexible working pre and post shift scheduling, identifying impacts on the business and advising line managers in order that the needs of the business are considered in decision making. 5. Agree implementation date of flexible working shift patterns to minimise negative effects. Pro-actively resolve conflicts with staff and managers, in order to maintain good employee relations balanced with the needs of the business 6. Act as final authority for all leave applications following automated system rejection, through assessing forecast and performance indicators and balancing the needs of the business against maintaining good employee relations 7. To give regular and effective service Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.					
Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation. The role holder is required to visit various locations within Hampshire and the Isle of Wight during working hours, and therefore needs to have the ability to travel as necessary. May be asked to carry out fire warden duties to meet required standards if required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.					
ROLE PROFILE Part2	We are Emotionally Aware Level 1 We Take Ownership Level 1 We are collaborative Level 1					

CVF Recruitment Competencies	Transparency
Education/Qualifications	Essential: Educated to QCF Level 2 (5 passes) OR work experience deemed to have brought the postholder to a comparable level. Desirable: Educated to QCF Level 3
Experience and Skills	Essential: Proven administrative experience in a busy office environment where the post has demonstrated his/her organisational skills Experience of application software use and an understanding of database technologies. Desirable: Considerable administrative experience in a busy office environment where the post has demonstrated his/her organisational skills
Approved by HR	Jayne Beddall, Senior HR Advisor
Date	09/02/2017

ROLE PROFILE Part3 CPD

Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.	
	Resolute, compassionate and committed	
	We are Emotionally Aware	Level 1
	We Take Ownership	Level 1
	Inclusive, enabling and visionary leadership	
	We are collaborative	Level 1
	We Deliver, Support and Inspire	Level 1
	Intelligent, creative and informed policing	
	We Analyse Critically	Level 1
	We are Innovative and Open Minded	Level 1
Underpinning Values		
	Impartiality	
	Integrity	
	Public Service	
	Transparency	
Initial Development skills for new to role period	All staff are required to complete mandatory e-Learning including annual DSE and Fire Safety plus any role-specific training required.	
Continuing Professional Development		
Career Pathways		

