



Role Title:	RESOURCE MANAGEMENT Systems Auditor	Rank / Grade:	SO1
<p>Purpose:</p> <p>To ensure that the duty planning system is working correctly and any faults are managed and reported to supplier and others as necessary.</p> <p>To provide support in all aspects of the duty planning system, Business Objects, Internal systems, Police Regulations, Police Staff Working Conditions and Force policy.</p> <p>To be responsible for creating new shift patterns as well as reviewing and approving of flexible working applications for the organisation.</p> <p>To ensure the financial compliance of Police Officers and Police Staff by checking and authorising all overtime claims.</p>			
Vetting (level):	RV	Psychological Screening:	N/A
Location:	Netley	Travel Required:	The role holder is required to visit various locations within Hampshire & Isle of Wight and therefore needs to have the ability to travel as necessary.
Suitability for restrictions:	Yes, flexible working, admin, Windows Server Based, WFH, CARM Admin	Position Type:	Permanent Full Time
Personal Safety Training and JRFT Requirement:	N/A	CPD / accreditation Requirements , Driving Grade:	N/A
Conditions (e.g. probationary period, annual leave restriction, hours, on-call, probation requirements, working conditions, tenure etc)	6 month probation if new to Constabulary.	Responsible to and staff responsible for:	Resource Management Support Systems & Improvement Manager
Key accountabilities (an indication of the responsibilities and activities expected in the role)			
<p>1. To be a subject matter expert in; resource management, relevant legislation, Force Policy and Procedures, regulations and conditions and be a Super User of the duties management system, being able to administer every aspect of the system at the highest level including provision of all system reporting. This includes all financial reporting, processing and auditing. Having the ability to demonstrate and explain the functions of the duty planning system to an audience of any scale.</p> <p>2. Complete regular audits of the system for non-compliance and addressing any findings. This could be related to working time, time banks, overtime, banked Cancelled Rest Day's, average working hours, correct leave allowances etc.</p> <p>3. To regularly liaise with internal and external support teams in order to maintain the effective running of the duties system. This could include, updates, upgrades or replacements of systems. To include the testing changes being made, if satisfied, authorise its release into 'live service' and report on the satisfaction of the test criteria to Programme Manager including fault finding and fault maintenance.</p>			



4. To work in relation to the monitoring of resource management planning, roster creation, and current legislation. Where required the team will direct resource management staff in the management of resources in compliance with legislation, regulation, force policies and good employment practice.
5. To support all users in the use of the application and to direct users in use of appropriate standards so as to be compliant with system Operating Rules Procedures, Data Protection and Freedom of Information Act.
6. To create user accounts, as well as new shift patterns within the duties system to ensure compliance with Working Time Regulations (WTR) and Force/district policies. They will also provide the appropriate permissions/accounts to each user on the duties system, ensuring appropriate e-learning has been completed and the relevant system access is granted; in line with an individual's organisational role and responsibilities.
7. To support the RMT Systems and Improvement managers with all relevant tasks relating to Force Change. This could include supporting Shift Pattern Review processes, reviewing of flexible working requests, creating new team structures and moving personnel in the duties system etc.
8. Responsible for reviewing and approval of the forces flexible working applications. Understanding each area of business, standard shift patterns and operational impact. Be able to communicate effectively with applicants and senior leaders to achieve favourable outcomes for both the applicant and organisation.
9. Provide data on performance reporting to senior leaders for Managers to monitor in monthly performance meetings. This will come from the post holder ensuring regular application and database quality maintenance.
10. Provide training sessions on their area of the business, for internal users within RMT and to external departments, where needed. Including reviewing and developing internal and external training packages on the duty planning system. When competent, tutor new colleagues.
11. Ensure the financial compliance of Police Officers and Police Staff by checking all overtime claims and activity against prescribed levels of expenditure. Investigate reject and challenge all overtime claims that are non-compliant inaccurate or erroneous, using bespoke in house tools to assist.
12. Responsible for updating the payroll system for all organisational changes in hours/allowances. This could be as a result of agreed flexible working or shift pattern change; including the auditing of duty planning and payroll systems to ensure accuracy. Also responsible for the monthly pay-run reporting, ensuring all payroll information from the system is audited and generated in time for the organisations payroll closure.
13. To give regular and effective service.

Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight 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.

Qualifications & Training

Essential
Educated to Educated to QCF Level 3 plus passes in English & Maths or a Science or Computer related subject at CF Level 2 OR work experience deemed to have brought the postholder to a comparable level.

Experience

Essential: Two years minimum working with IT applications.
Proven and recognised experience working with database applications to accurate standards.



Desirable: Working understanding of duty planning systems and auditing.
To have a good understanding of Police Regulations, Working Time Regulations and Police Staff Terms and Conditions.

Attributes

In addition to the qualifications and experience:

- To be able to work unsupervised as part of a small team.