

Manage Role Profile (Email this Role ())

Role Profile Type:	04 - Posts Graded SO1 or SO2
Role Profiles:	Duty Planning Supervisor
Published:	Yes
Superintendent Role:	No
Description:	<p>The purpose of this role is to ensure operational resilience across the organisation through duty planning and the deployment of human resources in order to keep people safe from harm. The Duty Planning Supervisor will assess and plan the resourcing requirements of the organisation taking into account operational needs, police officer and police staff regulations, employment law, organisational policies and the financial impact of decisions in order to ensure the effective delivery of policing to local communities.</p> <p>The Duty Planning Supervisor will ensure the cohesion of the Duty Planning Team enabling them to deliver an effective and efficient service across the whole of the organisation. This will be achieved by developing close working relationships with all other departments and the supervisors of these departments.</p>
Main Responsibilities:	<ol style="list-style-type: none">1. Manage the Duty Planning Team, specifically workstreams, welfare and personal development.2. Manage the creation and maintenance of work patterns and rosters on DMS.3. Monitor and evaluate all duties in advance, day-to-day, in 'real time' and retrospectively.4. Monitor compliance to Force Policies and procedures (annual leave, training etc) Working Time Directive, Police Regulations and the Duty Planning intranet site.5. Manage the planners to effectively monitor and maintain the agreed baseline across the Force. Build and maintain relationships with key stakeholders across the organisation to meet operational resourcing demands.6. Consider cost implications of overtime, cancelling rest days and short notice changes, within regulations and working time directive.7. Oversee resource planning of force-wide and regional events and operations.9. Adhere to Health and Safety, Environmental Management, Data Protection, Equal Opportunities, Freedom of Information, Race Relations and European. Convention on Human Rights (ECHR) legislation, and ensuring compliance with appropriate local procedures.10. Undertake the supervision of the Duty Planning Team, monitoring performance, engaging with the PDR process and addressing welfare and development needs. <p>The Team will provide cover Monday to Friday 0700hrs to 1600hrs on a roster system.</p>
Rank\Scale:	SO1
Reports To:	DPU Inspector
Supervisory Responsibility:	Full Supervisor responsibility including booking annual leave, sick leave etc. and carrying out job /IPR chats.

Additional Information: **Vetting Level:** The role must be vetted to a minimum of Recruitment Vetting (RV).

Mobility: The Force reserves the right to request you to carry out any other duties or move you to any other post appropriate to your grade, at any location within the county of Gloucestershire, as business requirements dictate.

Working Pattern: Normal working hours will average 37 per week or will be pro rata. This will be worked subject to the needs of the service and may involve shift, night, weekend and public holiday working.

Driving Licence: The post holder must have a valid UK driving licence as travel throughout the county is essential to the role.

Standards of Professional Behaviour: All members of Police Staff / Police Officers must comply with Code of Ethics.

Training and development: Undertake the required training and development to maintain working knowledge.

Travel: The post holder will be required to travel to meetings around the county.

Experience and
Qualifications:

1. Advanced experience working in the management of duties, good working knowledge of police regulations, with the ability to demonstrate a good understanding of duty systems.
2. Experience of supervision or line management within a public sector environment.
3. Strong communication and interpersonal skills with ability to work with and influence with people, internally and externally at all levels, maintaining good working relationships.
4. Able to present at meetings
5. Ability to manage and prioritise a large workload efficiently, with the minimum of supervision and able to identify opportunities for improvement.
6. Ability to produce clear and concise reports.
7. 2 x A level qualification (or equivalent) and GCSE Maths and English Grade 4 or equivalent.

Policing Professional Framework

Category	Name	Level Name	Level Description
Resolute, Compassionate and Committed	We are emotionally aware	Supervisory/Middle Manager	I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own beh...
Resolute, Compassionate and Committed	We take ownership	Supervisory/Middle Manager	I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and ...
Inclusive, Enabling and Visionary Leadership	We are collaborative	Supervisory/Middle Manager	I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographic...
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Supervisory/Middle Manager	I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take ...
Intelligent, Creative and Informed Policing	We analyse critically	Supervisory/Middle Manager	I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information...

Intelligent, Creative and Informed Policing	We are innovative and open-minded	Supervisory/Middle Manager	I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportun...
---	-----------------------------------	----------------------------	--