



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner:

Dudley LPA

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Planning Officer
Generic Role Profile:	Operational
Salary Band:	Grade 4
Operational / Non Operational Role	Operational
Vetting Level:	RV/CTC
Reporting to:	Planning Sergeant
Specific Role Purpose:	<p>You will be responsible for providing an efficient administrative support for all matters appertaining to event planning and the smooth running of an LPA with regards to staffing resilience.</p> <p>To manage the policing requirements of the Local Policing Area (LPA) and Force events, ensuring the promotion of best practice and compliance with Safety First principles.</p>
Key Responsibilities:	<ul style="list-style-type: none"> • To plan the deployment of LPA resources to pre-planned and spontaneous events • To amend resource information on MyTime for pre-planned and dynamic events • To coordinate LPA resources in response to any mutual aid requests in support of local and national events • To prepare documentation in relation to events, for example operational orders, briefings, risk assessments and associated documentation

Date:
Version:

	<ul style="list-style-type: none"> • To prepare documentation for LPA SLT • To provide planning and logistical support to major and significant LPA and Force events • To attend Safety Advisory Group and other coordinated meetings relevant to the role and the policing of events • To coordinate relevant LPA resilience issues in conjunction with LPA Terms of Reference. • To coordinate the rostering and training delivery (in conjunction with Learning and Development) for LPA resources for specified courses • To report and record issues with police equipment. • Undertake any other duties commensurate with the role.
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. E.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	<ul style="list-style-type: none"> • Previous experience of working in a planning environment. • Experience in collating, analysing and updating data • Knowledgeable and competent in the use of Microsoft Outlook, Excel, Word & PowerPoint
Desirable:	NVQ or equivalent in strategic, tactical, operational, and contingency planning. Previous experience in customer services environment
Skills <i>This section should detail the competency requirement which could be developed through non formal training. E.g. effective time management, influencing and negotiating, effective communication including written and verbal. Refer to skills database for core operational skills</i>	
Essential:	<ul style="list-style-type: none"> • Ability to work on own initiative and as part of a team, supporting activities required of the role. • Ability to work on own initiative and prioritise tasks and work to tight deadlines. • Excellent communication skills including verbal and written • Must be computer literate • Ability to prioritise workload and work to tight deadlines

	<ul style="list-style-type: none"> • Ability to problem solve and provide solutions. • Excellent Interpersonal and organisational skills.
Desirable:	

Hours of Work and Flexibility:	<ul style="list-style-type: none"> • The post holder will be required to work a Monday – Friday shift pattern • Core hours are 08:00 am – 16:00 hours.
Agile Work Style: (if applicable)	<p>Agile / Remote</p> <p>Laptop Lite set up</p>

Restriction Level:	n/a
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