


<b>SUMMARY OF MAIN DUTIES</b>	<b>Resource Planning Clerk BAND B</b>	
<b>RESPONSIBLE TO</b> Resource Planning Team Leader		
<b>RESPONSIBLE FOR</b> N/A		
<b>SPECIFIC CONDITIONS OF SERVICE</b>		
You will be required to work the shift pattern currently in place.		
<b>SUMMARY OF MAIN DUTIES</b>	<b>FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.</b>	
<p>Management of the workforce management system for Communications staff including:-</p> <ul style="list-style-type: none"><li>• Utilising the computerised duty management system</li><li>• Planning and publishing advanced duties for all staff.</li><li>• Liaising with Shift Managers on advanced staffing levels.</li><li>• Managing time off and annual leave records.</li><li>• Input and maintain computer records.</li></ul> <p>Management of the audio recording system including:</p> <ul style="list-style-type: none"><li>• Tracing and copying specific recordings</li><li>• Providing statements to support such copies and if necessary, giving evidence at court.</li><li>• Management of tapes or other electronic systems of audio recording.</li></ul> <p>All employees have a responsibility under the Health and Safety at Work Act to work safely and efficiently, using any protective equipment and clothing provided and without endangering themselves or others by their actions.</p> <p>All employees have a responsibility to maintain their Personal Development Journals and should ensure that managers have access to them at all times.</p> <p>In carrying out your duties you will be operating within the South Yorkshire Police Guiding Principles and Equal Opportunities Policy.</p>		