



JOB DESCRIPTION

Job Title:	Workforce Planning Systems Assistant
Department:	Service Delivery
Location:	Sadler Road
Post Number:	E060
Grade/Role:	Scale 5
Special Allowances:	N/A
Responsible to:	Workforce Planning Systems Manager

JOB PURPOSE

To support the Workforce Planning Systems Manager with the day-to-day management of the various workforce planning systems (Gartan) which inform resource planning and include:

- Electronic Rota Module System
- Electronic On Call Availability System
- Electronic Payroll System

PRINCIPAL RESPONSIBILITIES

- 1 Administer the workforce planning system used to manage operational staff availability to ensure that sufficient personnel are scheduled to be on duty at each station location and that an accurate database of employee working locations is maintained. This includes the evaluation and inputting of leave requests against pre-defined criteria, input and removal of training courses, amending contracted locations and the updating of skill set information attributed to employees. Produce regular statistical reports to provide management information.
- 2 Provide advice and guidance to Service Delivery staff and CFRS Managers relating to issues and queries with the use of the 'Gartan' workforce planning systems.
- 3 Provide advice and guidance to operational crews on leave processes, system use, procedural and policy issues.
- 4 Manage the levels of system access and user permissions for the Gartan workforce planning systems to ensure security and integrity of the systems and ensure compliance with data protection legislation and organisational policy.
- 5 Co-ordinate the strategic management and planning of fire appliance movements based on risk factors per unitary area ensuring that fire cover is maintained at all times.
- 6 Collate information relating to the Officers rota on a monthly basis and populate a master rota making any changes as necessary. Communicate the rota to North West Fire Control including any changes on an ongoing basis.

Core Responsibilities for Cheshire Fire Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. Specifically:

- **Being Inclusive**
By acting fairly with integrity and respect and without prejudice.
- **Doing the right thing**
By holding each other to account for ensuring high standards of professionalism in everything we do.
- **Acting with compassion**
By being understanding and offering to help each other and to our communities with warmth, patience and kindness.
- **Making a Difference**
By making an impact in our organisation and in our communities in whatever way we can for as many people as we can.
- **NFCC Code of Ethics**

Putting our communities first
Integrity
Dignity and respect
Leadership
Equality, Diversity and Inclusion

Equality and Diversity

To promote, adhere to and implement the Service's Equality and Diversity Strategy/Policy and to work consistently to embed equality and diversity within the Service.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.

Document Control	Date of Creation:	
Version	Date	Amended by (Initials)
3	September 2024	SB/AS (split post)



PERSON SPECIFICATION

Job Title: Workforce Planning Systems Assistant

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<u>QUALIFICATIONS</u> Educated to A-Level /BTEC or equivalent. EDCL or ICT Qualification	*	*
<u>EXPERIENCE</u> Experience of operating a workforce planning system in an organisation with a complex workforce (multiple sets of working patterns), including inputting, extracting, manipulating and cleansing information Comprehensive knowledge of various shift/rota systems Experience of maintaining staffing levels, ensuring required resources are staffed appropriately when required Substantial experience of maintaining and monitoring systems and records and assisting in analysis trends within that information Substantial experience of using databases Experience of working within a local authority organisation	* * * * *	*

<u>SKILLS & ABILITIES</u> Ability to prioritise and achieve deadlines Methodical approach to tasks with attention to detail Ability to apply effective communication and interpersonal skills to interact with a variety of audiences Ability to build effective working relationships and work with and through others to achieve results Ability to solve problems and escalate when necessary Ability to work without close supervision	* * * * * *	
<u>KNOWLEDGE</u> Knowledge and understanding of data protection and freedom of information legislation An understanding of Fire and Rescue Service and the Key challenges Services face going forwards	* 	*
<u>WORKING CONDITIONS</u> Prepared to represent CFRS and its core values and beliefs at all times.	*	