

## **PERSONAL STATEMENT**

TBC

## **EMPLOYMENT**

Lancashire Constabulary

**October 2006 – Current employment**

Police Officer  
Lancashire Constabulary

**February 2018 – Present**

In addition to my role working as part of the community to ensure public safety, I also developed the following skills relevant to this role:

- Gathering, documenting and maintaining important information, ensuring confidentiality and the ability to communicate this information to senior management.
- Managing heavy workloads and working to tight deadlines, across multiple tasks/projects simultaneously.
- Dealing with dynamic and rapidly changing scenarios.

Resource Management Assistant  
Lancashire Constabulary

**October 2007 – February 2018**

As a member of the resource management unit I was responsible for managing all aspects of police staffing. My responsibilities included:

- The management of police resources via the Duty Management System (DMS) to ensure safe staffing levels were maintained, identifying any shortfalls and working within policy to resolve any issues, assessing all available options in order to reduce overtime, ensuring that Operational demand was met.
- Producing and Inputting rota's and transferring officers between departments onto the DMS system to ensure compliance with working time directives.
- Ensuring front line officers have appropriate access to DMS and providing end user assistance to increase understanding and knowledge of the system. This included written enquiries, telephone enquiries and one-to-ones.
- Arranging officer's attendance at all mandatory / local training and planning this in advance to ensure training does not expire / staffing levels remained covered.
- Management of annual leave to ensure maximum abstraction rates were adhered to, including daily processing of absence requests whilst taking in to consideration staff staffing levels, current abstractions and operational demand.
- Updating and amending activities codes allowing payroll to calculate specific overtime and be able to provide written/telephone and one to one support to officers to increase their understanding and knowledge of the system.
- Monthly reporting to the Senior Management Team – produced and presented reports of officers remaining entitlements.
- Working alongside Operations Planning to ensure adequate staffing levels for high profile events.

As Secretary to the Senior Management Team I was responsible for:

- Overseeing general correspondence, meeting planning, room/conference bookings and calendar management for the Lancashire Constabulary SMT.
- Developing internal/external reports, presentations and correspondence using a range of Office software.
- Dealing with complaints and requests from members of the public, community leaders and members of parliament, as well as liaising with the Professional Standards department.
- Identifying, designing and implementing a policy of change to rectify previous poor performance with a view to improve productivity and efficiency.
- Managing staff absences, including training and sickness.

### **KEY SKILLS**

- HTML/HTML5, CSS/CSS3, Javascript, JQuery, Python, Django
- 10+ years experiences of resource planning and training management
- Excellent communicator with experience disseminating work to internal/external stakeholders, members of the public and colleagues.
- Highly organised – able to manage multiple projects and prioritise workload to ensure deadlines are met
- Proficient across the Microsoft Office suite as well as bespoke Resource Management Planning Software.

### **EDUCATION**

Bishop Rawstorne C of E High School, Croston

**September 1998 – August 2003**

GNVQ ICT	May 2003	Merit (equiv. 4x B's)
GCSE Maths	May 2003	B
GCSEs English / Science / Geography / German	May 2003	C

### **OTHER QUALIFICATIONS**

Code Institute Full Stack Programming

Level 3 Diploma in Policing

ATACC Group qualification in First Aid skills - Police Certificate of Competence.

NHS Test and Trace, Innova LFD Testing and infection prevention and control.

### **PERSONAL INTERESTS**

Outside of work, I enjoy spending time with my family, as well as a small circle of friends who I like to socialise with. Both my partner and I like to be as active as possible. We regularly volunteer our time to Guide Dogs North-West assisting with the training of guide dogs, as well as exercising our police dogs, Woody, Chief and Oakley. I also like to keep myself fit by taking part in daily Pilates and Yoga sessions.