

# Planning

Planning is one of the core skills in the policing professional profiles.

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Planning involves the effective management of priorities, time, tasks, relationships and risks. It involves the appropriate and efficient use of resources to deliver a requested level of service and/or required standard of work on time.

## Level 1 – planning

- I plan my own work and prioritise tasks to meet agreed or expected deadlines.
- I use planning methodologies, tools and applications to manage time and implement tasks more effectively.
- I prioritise urgent and important tasks and ensure they are completed.
- I carry out duties in a planned and systematic way.
- I plan and organise essential information, documents and equipment.
- I identify potential operational efficiencies through the effective management of priorities, time, tasks, relationships and risks, within the limits of applicable policing regulations, policies and codes.

## Level 2 – planning

- I plan and organise in advance, allocating work appropriately within the team, identifying and mitigating risks to delivery.
- I plan, set and review team objectives to ensure the required standard and quality of performance is consistently achieved on time.
- I adapt plans and manage workload demands to support the team in line with changing circumstances.
- I develop the knowledge and skills of both the team and individuals, identifying needs and planning their development using a variety of actions and behaviours to enhance performance.
- I maintain an up-to-date activity planner of the team's objectives and monitor progress making sure both individual and/or team milestones are being met.
- I look for effective ways of promoting wellbeing and monitor early warning signs and ways of supporting the mental health of my team.

## Level 3 – planning

- I plan to short and medium term cycles, coordinating a range of activities within the function and match these to available resources, identifying and mitigating known risks to delivery.
- I set up efficient and effective ways of monitoring the focus, progress and quality of the team's work activities against plans.
- I take personal responsibility and actively encourage and support individual learning and skills development within my teams and ensure records are maintained.
- I effectively manage and implement complex projects and take prompt action to keep critical activities and deliverables on track.
- I communicate effectively and discuss plans with stakeholders at all levels of the organisation, and with external partners and communities.

## Level 4 – planning

- I engage in strategic planning with the force's executive and partner organisations to establish a shared understanding of the total work and business planning needs.
- I develop strategies and plans which add value and build strong relationships with stakeholders, partners and communities to meet organisational goals.
- I plan to medium and long term cycles and coordinate a complex range of activities.
- I identify the required financial, people and materials resourcing requirements to deliver specific strategies and plans and identify and act on dependencies with other parts of the force and to identify and mitigate known risks to delivery.
- I manage the implementation of complex projects to ensure efficient and effective service delivery is maintained and project outcomes realised.

## Level 5 – planning

- I lead strategic planning processes, ensuring the organisation's strategic priorities are clear and take account of the immediate and longer-term actions required to achieve these.
- I lead and influence the financial, people and materials resourcing requirements to deliver the organisation's strategies and plans, and identify and act on internal and external dependencies and to identify and mitigate known risks to delivery.
- I lead and scrutinise the delivery of complex organisational projects and challenge established systems thinking and processes.

- I set and ensure organisational standards are continuously met by establishing and maintaining appropriate quality assurance systems and processes.

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