

+ Job Purpose

The Rota Manager is responsible for the effective planning, implementation, and oversight of staff rotas across all services. The role ensures appropriate staffing levels are maintained in line with operational demands, regulatory requirements, and internal policies. Working closely with service leads and administrative teams, the post holder will use rota management systems to support workforce efficiency, compliance, and service continuity.

+ Key Duties

- Develop, implement, and manage staff rotas across all teams using Optima/Loop ensuring appropriate coverage aligned with business needs.
- Monitor staffing levels and plan for leave, sickness, and peak periods, including Winter pressures, ensuring safe staffing at all times, including but not limited to annual leave, sickness or winter periods.
- Coordinate with team leaders and department heads to forecast staffing needs and manage last-minute changes such as sickness cover or shift swaps.
- Ensure compliance with working time regulations, contractual obligations, and internal policies.
- Maintain accurate records of shifts, absences, overtime, and holidays in collaboration with site leads.
- Analyse rota trends to identify opportunities for cost savings and opportunities to improve efficiency.
- Utilise the rota software effectively.
- Provide guidance, training, and support on the use of rota systems to relevant staff.
- Collaborate with the People Function and Payroll to ensure accurate timekeeping and pay, and support recruitment teams with onboarding new staff.
- Configure and expand the rota system to support business growth, including new service areas and system upgrades.
- Create reporting by setting and adjusting parameters according to reporting specificity
- Manage role-based access and user permissions across rota systems such as Bankstaff and HealthRoster.
- Liaise with Optima/Loop to resolve system issues, arrange upgrades, and develop reporting capabilities.
- Maintain and manage stakeholder relationships, internal and external, including oversight of the group's Preferred Supplier List (PSL).

Note: The post holder will be expected to undertake any other reasonable duties as requested by management.

Professional Qualifications and Experience	Essential	Desirable
Proven experience in rota/workforce scheduling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience managing staffing in a multi-site or complex service environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience using rota management software	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience with Optima/Loop and/or iTrent systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills and Knowledge	Essential	Desirable
Excellent organisational and time-management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong interpersonal and communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure and adapt to changing priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attention to detail and accuracy in record keeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confidence in using digital systems and tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of workforce planning principles	<input checked="" type="checkbox"/>	<input type="checkbox"/>

