Role Profile and Person Specification

ROLE PROFILE

Role Title:	Workforce Planning Analyst
Grade:	I
Vetting level:	RV
Area command / Department:	People Services
Reporting to:	Workforce Planning Manager

Part A – Job Description

Overall purpose of the role:

Deliver a workforce analysis, forecasting and modelling service including defining resource demand, vacancy forecasting and resource profiling to support local management in meeting operational objectives.

Key responsibilities of the role:

1	Design and deliver effective workforce planning and management solutions including recruitment, promotion and skills profile models to meet medium and long-term resourcing needs.
2	Produce detailed succession plans including skills-based analyses, to ensure resources are identified in good time to maintain appropriate cover for specialist posts.
3	Produce bespoke resourcing analysis to build an effective understanding of workforce planning activities and contribute to increase the capacity, capability and wellbeing of the workforce.
4	Engage with customers and external contacts gathering and sharing resource intelligence to support the delivery of a resourcing strategy centred on employee wellbeing.
5	Work in partnership with people development and finance functions to ensure demand is accurately forecast and supply routes are effectively identified and managed.
6	Produce and maintain detailed talent pipelines information, responding to changes to the workforce plan and ensuring attraction and recruitment campaigns are informed by an appropriate evidence base.
7	Provide periodic reports, liaising with Finance, and other key stakeholders, to ensure the Force receives timely and accurate information regarding resourcing and workforce planning.
8	Assist in the maintenance and development of core systems, databases and records underpinning the workforce planning and resourcing functions.

Part B – Scope of contacts

Internal / External relationships:

Internal: People Services, local resourcing leads, Finance and People Development teams.

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External: Other forces counterparts, Home Office and College of Policing data and policy teams.	

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Educated to degree level or equivalent experience. Solid understanding of workforce planning core activities and practice. Strong data analysis, handling and reporting skills. Ability to understand and assimilate complex information and generate options and recommendations. Excellent analytical and numerical skills.	Experience in a workforce design and / or development function. Experience working within the public sector.	Application/interview/ CPD
Planning and organising	Ability to prioritise and complete multiple responsibilities and projects simultaneously		Application/interview/ CPD
Problem solving and initiative	Evidence of ability to think critically, consistently looking beyond the obvious and exploring alternatives.		Application/interview/ CPD
Management and teamwork	Ability to build strong working relationships, demonstrating high level of professional credibility at all levels.		Application/interview/ CPD
Communicating and influencing	Excellent interpersonal skills. Ability to communicate complex information clearly and succinctly, both verbally and in writing Ability to work as part of a		Application/interview/ CPD

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	team, effectively influencing peers.		
Other skills and behaviours	Advanced user of Microsoft Excel Evidence of analytical thinking Strong focus on customer service ethos. Self-motivation, initiative and drive, and the ability to demonstrate professional resilience		Application/interview/ CPD