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| **Police Staff****Workforce Planning Manager****People Services****Role Definition:WP159 / 20890** |

**ROLE DEFINITION**

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| Dept / Area Command: | People Services |  | Section: | People Acquisition & Resourcing |
| Post Title: | Workforce Planning Manager |  | Post Reference: | WP159 / 20890 |
| Post Grade: | Grade K |  | Location: | Forth Banks/Home working |
| Car User Status: |  |  | Telephone Allowance: |  |
| Shift Allowance: |  |  | Standby Allowance: |  |
| Weekend Enhancement: |  |  | Contractual Overtime: |  |
| Line Manager: | People Acquisition Lead |
| Staff Responsibilities: | Workforce Planning Analysts, Resourcing Partner and Resourcing Practitioners |
| Purpose: | Manage the delivery of the workforce planning and resourcing functions to inform strategic priorities, deliver financial strategies and meet resource requirements, ensuring the Force benefits from accurate plans and forecasts to enable the appropriate management of resources. |

**Key Responsibilities:-  1. Manage a workforce analysis, forecasting and modelling service which is fully integrated with financial and corporate planning, anticipating forcewide resource and skill requirements on a short, medium and long-term basis.****2. Manage the resourcing function delivering effective planning and advisory services across the entire organisation to increase the capacity, capability and wellbeing of our workforce.****3. Manage and develop the Workforce Planning team including recruitment, appraisal, development and performance of staff, ensuring they have the skills, knowledge, behaviours and experience to be productive in their role and reach their full potential.****4. Engage with customers and external contacts gathering and sharing resource intelligence to increase understanding of the function and strengthen workforce planning activity.5. Participate in the delivery of a resourcing strategy that enhances employee wellbeing.6. Oversee the development and periodic review of resourcing and workforce panning policies and associated procedures.****7. Oversee the production and maintenance of a holistic view of talent pipelines, responding to changes to the workforce plan and designing solutions to meet operational demand.****8. Oversee the delivery, development and maintenance of a range of workforce planning tools and products, ensuring information is accessible and accurate to support decision making.****9. Work collaboratively with People Development and Finance in the identification, management and maintenance of supply routes to ensure these remain viable and in line with force aims and objectives.****10. Develop, deliver and embed a best practice approach to resourcing and workforce planning throughout the force.****11. Manage the production of succession plans to ensure the Force benefits from appropriate foresight and solutions to all specialist post resources.****The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.** |  |  |  |