

Job Description

Job descriptions should be no more than four pages when complete. In line with the Welsh Language Act you need to consider if Welsh is required for the role and complete as necessary.

Where you are amending an existing job description you must make the changes using Track Changes.

Once you have decided what role you require within your team / department structure, you need to articulate this into a job description. This needs to be a specific description of the role, including the responsibilities that the job-holder will carry out as well as what qualifications and skills they will require to fulfil the role. Please note: job description should not be based on an individual but on the role the business requires.

Job descriptions must be accurate and created before the recruitment process.

A Post Details	
Job Title: Head of Workforce Planning	Grade: C001
Department: People & Culture	Division: A Div
Reports to: Head of People Services	Contract Type: Permanent
Level of Vetting: <input style="width: 200px; height: 20px;" type="text"/>	Numbers in Post: 1
Welsh language required <input style="width: 50px; height: 20px;" type="text"/>	
B Purpose of the Post	
<p>Having an effective workforce planning strategy feeding into rostering, resource, skills, succession planning and forecasting for future recruitment, learning and financial planning requirements has never been more important for BTP. Working with a broad range of internal stakeholders you will have the opportunity to embed a new approach to strategic workforce planning, setting direction and ensuring alignment with our strategy, vision, values and Spending Review/financial planning priorities. This includes developing insight into turnover, diversity, skills, location and other data which help drive our transformation and efficiency agenda.</p> <p>This is a new role and requires strategic thinking abilities, analytical skills, strong communication and a real strength for stakeholder engagement, building collaboration and trust. The postholder will need to influence without direct power and be able to provide a service which is valued and trusted by divisional leaders.</p>	
C Dimensions of the Post	
<p>Financial - Direct or Non-Direct No direct budget, but the outcomes of the Strategic WFP will have a direct impact on the Force pay budgets, and will influence planning for estates strategy and spend on training and recruitment activities</p> <p>Staff Responsibilities -Direct or Non-Direct 1 x WFP advisor 1 x WFP administrator 3 x People Analysts (2 Origin & 1 Payroll Analyst)</p> <p>Any Other Statistical Data</p> <p>Recruitment activity currently exceeds 500 roles a year, with ever changing demand You will work closely with the Analysis and Insights Team, to understand data on capacity and productivity, to feed into your planning forecasts. You will work closely with Finance and Commercial colleagues to ensure forecasting for recruitment activity and abstraction for skills development are considered in financial planning modelling</p>	

You will work closely with the Force Resource Planning Unit to ensure that shift patterns and surge forecasting considerations for Public Order and Events policing are factored into workforce planning considerations.

D Principal Accountabilities

1. Leading the approach to deliver a best practice approach to strategic workforce planning for BTP
2. Ownership of the co-ordination and maintenance of a 3-year workforce plan which is aligned to our strategic priorities, financial planning, rostering, future skills development and the wider transformation agenda. Ensuring this plan is regularly refreshed to reflect market conditions and changes in policing demand.
3. Lead the People Analytics team, building and implementing an approach to data which delivers integrated dashboards between various people systems and key provide key insights which enables the organisation to take an evidence based approach to decisions and actions that impact our people.
4. Working collaboratively across the People and Culture, Finance and Commercial, Analysis and Insight, DMS team and operational Divisions to influence and ensure future demand is accurately forecast and supply routes (recruitment, secondments, and skills (growth or decline)) are effectively managed.
5. Work collaboratively across BTP to ensure that wider organisational strategies that impact our workforce e.g. Mid Term Financial Review (MTFP), flexible working strategy, estates strategy Capacity Planning Tool, (CPT) and Resource Allocation Model (RAM)) are aligned to our workforce plan and to act as a key enabler for such strategies.
6. Scan economic and workforce trends in wider market and public sector to predict the impact this might have on trends for turnover or skills shortfalls and make recommendations for remedies.
7. Ownership of WFP governance which will include Strategic WFP, Recruitment approval process and Divisional WFP meetings, to ensure there is a clear cycle of governance which informs the overall SWFP
8. Influencing and communicating with senior colleagues across the business on workforce planning issues to instil improvement in local practice .
9. Ensuring that workforce planning is fully embedded in the business planning cycle across BTP and in all plans for change throughout the organisation. This includes responding to and leading on implementing new commissions, or changes in budget and requirements that may on occasion ask us to manage our workforce differently to meet business priorities. Where this has not been considered, to feel confident to speak up and advise on deliberations required.
10. Ensure a suite of reports and analytical insight is available to help operational leaders manage their resources and the wider business to forecast into the longer term, moving away from short term reactive management.
11. Prepare reports for Committees on workforce planning data and analysis of trends.
- 12.

E Decision Making

Make decisions

- Responsible for setting the strategic workforce plan and making recommendations for consideration for the Force's financial planning.

Significant say in decisions

- Supports the Head of People Services and the wider People and Development SMT in ensuring a

strategically aligned and optimally performing Workforce plan.

- Make recommendations on workforce planning considerations to internal boards and the Police Authority

F Contact with Others

Internal

- Members of the P&C Senior Management Team, including L&D, recruitment, People delivery and talent.
- Senior Command Team / Force Executive Board
- Finance, Analysis and Insight, Duty management teams, and Force resource planning unit will be key stakeholders and collaborators

External

- Seek out opportunities to understand wider workforce trends and workforce planning best practice, bringing insights into BTP.
- Workforce planning colleagues in other police forces
- The College of Policing
- HMICFRS - workforce planning is a key element of the Force Management Statement submission

G Essential Criteria

Qualifications and Training:

- Recognised professional qualification e.g. MCIPD)
- Analytical qualification (desirable)

Experience:

Excellent interpersonal and communication skills in Welsh

- Demonstrates ability to build at pace, expert knowledge of resourcing, recruitment and workforce planning, with experience of leading development of organisational strategies and plans.
- Strong stakeholder management and communication skills and the ability to quickly build strong relationships across teams and senior leadership.
- Experience of analysing and presenting complex data and evidence in an engaging and insightful way.
- The proven ability to engage, lead and influence others.

Skills:

Excellent interpersonal and communication skills in Welsh

- Intellectually curious and agile - can contribute and confidently participate in debates with senior Leaders
- Strong analytical and communications skills, including written report writing
- Ability to translate complex concepts to practical interventions which can be understood by all employees
- Self-motivated and pro-active with the ability to work well under pressure and with numerous and sometimes conflicting deadlines

<ul style="list-style-type: none">Ability to create and deliver very high standard but also clear and simple proposals, papers and presentations
Knowledge:
<ul style="list-style-type: none">Demonstrable knowledge of the positive application of Strategic workforce planning and how it can support strategic plans and improved performance
Desirable criteria:
<ul style="list-style-type: none">
H Additional Information
For Panel to complete only: Line Manager Approval: (Amit Kanabar) Panel Approval: Date: <input type="text"/>

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission