

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Workforce Planning Advisor	Current Grade:	B002
Department:	People & Development	Area:	Organisational Development
Reports To:	Strategic Resourcing Manager	No of Posts:	1
Level of vetting:		Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

- 1) Analyse all relevant workforce based data identifying trends, patterns, opportunities and risks to ensure BTP has optimum staff types and numbers at the time that these resources are needed in support of organisational policies and objectives
- 2) Support the Strategic Resourcing Manager with horizon scanning to best position Organisational Development and BTP for future changes in best practice tools and techniques
- 3) As part of the Recruitment Management Team support the implementation of the Organisational Development work plan creating a high performing team aligned to operational needs

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

1 x Administrator

Any Other Statistical Data

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Role specific

- Develop and maintain relevant internal and external information sources, categories and databases in order to analyse information relevant to BTP including (but not limited to) performance management system, equality & diversity information, employee survey outputs, relevant market data and employment market demographics
- Develop and maintain methods for analysing all factors; produce required forecasts and reports, highlighting and anticipating risk and opportunities to support Organisational development activity at a Force wide, Divisional, rank / grade and specialist area level.
- In collaboration with the Career Development & Talent Management Manger and Resources Manager produce annual year workforce plans which forecast capacity and capability requirements to meet policing objectives and business plans
- In collaboration with the Career Development & Talent Management Manger and Resources Manager produce the annual assessment schedule for each rank / grade across BTP
- Act as project manager for initiatives which support the development of BTP's workforce planning capability
- Support the upskilling of HR delivery teams and line managers with workforce planning knowledge, skills, expertise and tools to drive more effective workforce planning practice
- Develop and then leverage relationships with Senior Stakeholders in order to develop a business aligned understanding of workforce planning needs that stakeholders perceive as being valuable and essential to operational requirements

Leadership

- Provide professional development and thought leadership in workforce planning by actively keeping up to date with current research, best practice and legislative changes and applying this to own and team's work
- Work closely with the Strategic Resourcing Manager and the Organisational Development management Team and the wider People & Development community to ensure a seamless, operationally driven and service is provided across the Force

Diversity & Equality – ensure that all activity is compliant with BTP and legal requirements and supports the Diversity Strategy

E. DECISION MAKING:

Make decisions

Significant say in decisions

Presents recommendations to the Head of Organisational Development around workforce planning options and changes in legislation / best practice that might impact on workforce planning processes and offers options in respect of this.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

People Development Senior Managers & wider team, SDD analysts, Finance, DMS Teams, DHQ Departments, Divisional Teams.

External

Other Police forces, , External Support Networks, External Professional associations.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

CIPD qualified or Equivalent experience

Experience:

- Previous experience in a workforce planning/analyst role.
- Experience of providing clear, balanced advice and guidance on workforce planning issues to management teams.
- Experience in developing good working relationships with a wide range of stakeholders, both internally and externally.

Skills:

- Strong IT skills and advanced Microsoft excel skills.
- Good attention to detail.
- Able to withstand pressure and is resilient in maintaining own convictions where merited.
- A challenging, dynamic and creative team player, who is collaborative and sets an example for colleagues.
- Strong project management skills. .
- Ability to relate impact of own role to wider organisational and departmental plans.
- Strong analytical skills and judgement to assess the gap between the desired and current state of organisational capability, capacity and culture
- Self motivated and pro-active with the ability to work well under pressure and with numerous and sometimes conflicting deadlines
- Ability to find innovative and creative approaches to bring alive the BTP aspirations
- Ability to create and deliver very high standard but also clear and simple proposals, papers and presentations

Knowledge:

- Significant workforce planning knowledge including best practice principles.
- Knowledge of a range of workforce planning statistical/analytical/reporting techniques.

Desired Criteria:

Qualifications and Training:

Experience:

Skills:

Knowledge:

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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