

Job Summary

Workforce Planning Assistant



South Yorkshire
POLICE

Service: Strategic Resourcing
Reporting to: Workforce Planning Advisor

Grade: Band B
Location: Nunnery Square

Salary: £
Hours: 37

Your contribution

You will be responsible for the accuracy, consistency and quality of the workforce data held on the Force HR systems, providing support and guidance as required. Moving officers and staff across the force in a timely and efficient way, ensuring system changes allow for efficient and successful workforce deployment.

You will

Over the next 12-24 months within this exciting role you will:

- Work as part of the wider workforce planning team to ensure that the SYP workforce is reflected accurately on all Force HR systems
- Work with the Workforce Planning Advisors and Managers to ensure moves and transfers are completed in an accurate and timely manner.
- Ensure ongoing validation and cleansing of data within the systems
- Input data to support delivery of an effective duties system.
- Rebuild districts/department data as required.
- Complete rebuilds on ERP for the force as directed.
- Work with the team to review and restate the processes that support the maintenance of data in the systems.
- Liaise with other departments across the Force to ensure that data needs are met and problem solve issues as they arise with support from the team leader and advisors.

Our values

VALUES

All roles are expected to know, understand and act with ethics and values:

Impartiality

Shows impartiality throughout all dealings with colleagues, partners and members of the public.

Integrity

Understands and reinforces expectations of professional behaviour and openly recognises good or bad performance. Maintains highest levels of professionalism, making sure to always uphold values and ethical standards of the police service.

Public Service

Acts in the interest of the public, first and foremost. Shows resilience and takes personal responsibility for delivering the best possible outcomes for the public.

Transparency

Transparent in the actions, decisions and communications with colleagues and the public. Honest and open in interactions and decision-making.

Our ideal candidate

Our ideal candidate will have:

Skills

- An understanding of data and analytics and the importance of accuracy and timeliness
- The ability to engage with a diverse range of stakeholders, building relationships based on trust, working collaboratively to improve the employee experience.
- The ability to communicate appropriately at all levels.
- A continuous improvement approach to work.
- The ability to work accurately under pressure.

Education and experience

- Experience working with a variety of computer software and data.

Continuing Professional Development (CPD)

- An understanding of the force priorities and importance of accurate and timely data.
- Evidence of maintaining professional performance and keeping skills up-to-date.

Our Competencies

The Competency and Values Framework (CVF) has 6 competencies that are clustered into three groups. This role should be operating, or working towards, the following levels:

- We are emotionally aware Level 1
- We take ownership Level 1
- We are collaborative Level 1
- We deliver, support and inspire Level 1
- We analyse critically Level 1
- We are innovative and open-minded Level 1

