

## Job Summary

### Workforce Planning Manager



South Yorkshire  
**POLICE**

**Service:** Strategic Resourcing  
**Reporting to:** Workforce Planning Business Partner

**Grade:** Band E  
**Location:** Nunnery Square

**Salary:** £  
**Hours:** 37

### Your contribution

You will provide both tactical leadership, support and vision to the force to acquire talent that is in line with South Yorkshire Police (SYP) strategic direction and core values.

You will be engaged with the Workforce Planning Business partner, the wider People & Organisational Development (P&OD) function and District Commander/Heads of departments, serving as a facilitator to ensure SYP is able to develop workforce plans/strategies for all business areas which read into the overall workforce plan, recruitment and strategy for the force.

You will produce an effective workforce analysis, reporting insight to drive management decision making across all levels in the business. Supporting business streams and project planning teams to establish complete and comprehensive resource forecasts for their areas. Your team will be instrumental in providing key metrics and reports to shape the business performance and inform people decisions, introducing evidence-based practices. Collating, analysing and challenging workforce data to ensure it is fit for purpose.

Be responsible for the accuracy, consistency and quality of the workforce data held on the HR system and challenge any deviation from it.

Acting as an internal consultant/ trusted advisor, alongside other P&OD partners, the role will take a strategic lead on people solutions that include engagement, diversity and inclusion, performance and leadership.

### You will

Over the next 12-18 months within this exciting role you will:

- Work to establish and embed a resource forecasting tool so it becomes a business as usual activity in line with other business planning processes.
- Produce reports required for HMIC, PEEL, SRB, EDB etc.
- Recommend the posting of officers to ensure there are no gaps in the workforce

### 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

minimised, utilising agreed allocation formula.

- Monitor and report on the performance of the workforce profile. Make recommendations to adjust plan as necessary, understanding future Force requirements.
- Supporting the District Commanders/Heads of Departments in reviewing short and long-term resource forecasts to allow more effective succession and recruitment planning.
- Analyse and monitor workforce statistics including retention, leavers and diversity profiles to identify trends and gaps, making recommendations to address these.
- Capture and modelling of business pipeline data to determine the impacts on the future workforce and enable a strategic view of the workforce.
- Anticipate trends in the policing sector and across the broader political, external operating environment.
- Work with recruitment and L&D to ensure the organisation's talent is fit to meet future challenges, ensuring that recruitment plans are fit for purpose.
- Oversee the rebuild of any Districts/Department to ensure accuracy.
- Skilled in setting function, team and individual objectives, assessing progress, identifying emerging risks, issues and opportunities, and taking corrective steps as required to ensure that the right results are achieved.
- Work closely with the Duties team to optimise deployable resource.
- System lead to optimise functionality.
- Close liaison with the WFP Accountant to continually track, amend and review all workforce profile data.

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.

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### 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.

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 2
- We take ownership Level 2
- We are collaborative Level 2
- We deliver, support and inspire Level 2
- We analyse critically Level 2
- We are innovative and open-minded Level 2

### Our ideal candidate

Our ideal candidate will have:

#### Skills

- Skilled in setting function, team and individual objectives, assessing progress, identifying emerging risks, issues and opportunities, and taking corrective steps as required to ensure that the right results are achieved.
- Able to lead, develop and motivate, both within P&OD/ WFP and across

<p>the organisation; showing passion, energy and commitment, creating strong engagement with P&amp;OD's priorities and with Force values and behaviours.</p> <ul style="list-style-type: none"> <li>• Able to hold individuals to account for their performance and behaviours.</li> <li>• Understanding of data and analytics with an ability to demonstrate to others its impact and return on investment.</li> <li>• Skilled in engaging a diverse range of stakeholders, building relationships that are based on trust, working collaboratively and to improve the employee experience and align to the organisation's values.</li> <li>• Able to use a range of communication and influencing techniques and methods to successfully negotiate, collaborate and/or effect change.</li> <li>• Experience of delivering transformation from an HR perspective</li> </ul> <p>Education and Experience</p> <ul style="list-style-type: none"> <li>• Experience in using workforce planning tools and rolling those out across large businesses.</li> <li>• Experience of using workforce planning data to support the business and recruitment teams to develop recruitment strategies.</li> <li>• Experience of using analytical consulting to inform decision making.</li> </ul>		
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#### Continuing Professional Development (CPD)

- Maintain understanding of force priorities and the external factors that may influence these.
- Maintain professional WFP skills including keeping up-to-date with new developments in theory and practice which may be of value to the force.