



## Role Profile

<b>Job Title: Workforce Planning Lead</b>	<b>Role Profile Number:</b>
<b>Grade: S</b> <b>Salary: Circa £52k</b>	<b>Date Prepared: March 22</b>
<b>Directorate/Group: Enabling</b>	<b>Reporting to: Head of Organisational Development</b>
<b>Structure Chart attached:</b>	Yes

### Job Purpose

The Workforce Planning Lead will be the subject matter expert in end-to-end Workforce Planning for the Adults, Health and Housing Service. The post holder will provide expert knowledge to deliver plans which are developed based on analysis, intelligence and interpretation of a wide range of internal and external information sources, and in conjunction with input from key stakeholders.

The post holder will develop and implement strategic workforce planning in the context of a large, complex organisation, with the skills and experience to be able to deliver strategic workforce plans, with the ability to implement systems and processes for sustainable workforce planning for the future and will support the development of a learning and inclusive culture through role modelling and embedding inclusivity via workforce plans.

### Key Accountabilities

- Develop comprehensive and effective workforce plans to meet the strategic direction and objectives of the service which are regularly refreshed to enable the service to plan its workforce at both team and service level: Adults, Housing and Public Health, to deliver business plans and strategies.

- Ensure effective workforce strategy planning for up to a 4-year horizon (currently 2022-2025) that ensures our Directorate:
  - has a workforce of the right size;
  - has the right values, behaviours, knowledge, skills and inclusivity and diversity;
  - are organised in the right way;
  - are within the budget that we can afford, and
  - can deliver the services we need to provide safe, effective and high quality services to the Swindon community
- In collaboration with Heads of Service, Professional Leads and Service Managers investigate and develop solutions to ensure that future demand for staff equates to supply thus ensuring sustainable service futures and multi-agency workforce requirements are effectively utilised to inform future service opportunities and initiatives
- Establish an effective relationship with the strategic resourcing team to identify and plan for shortage occupational roles and “hard to fill” roles.
- Identify and priorities areas for action, where service delivery to our communities could be compromised.
- Establish pathways with health system and opportunities for an integrated approach for particular posts e.g. OTs
- Establish local links with universities and SCIE along with linking into the regional ADASS workforce group
- Develop and deploy workforce information to drive, professional development requirements, service line workforce performance and improvement, identify pressures and formulate business continuity initiatives dependent on a range of available data sources.
- Monitor and provide communication on strategic links to corporate workforce related programmes and projects and provide oversight and management of workforce planning analytics, such as At our Best and ED& I Agenda
- Understand and support the opportunities for digital development use of data for intel as part of the Department Health and Social Care assurance/ CQC inspection
- To ensure work is aligned with Swindon Communities Together
- To ensure effective processes are in place to monitor delivery and report on outcomes arising from workforce planning activity that meet reporting requirements of the Directorate
- As set out in the Social Housing White paper, support the requirement to drive up standards of professionalisation of housing.

- To ensure the workforce strategy Links into to local educational systems within the care and school settings, and the Apprenticeship strategy.
- To lead and shape the planning and delivery of all internal adult social care workforce.
- Analyse local workforce needs, work with providers to build the skills and knowledge of the workforce and plan workforce interventions to build confidence, capability and capacity
- To provide support and coaching to senior leaders around the understanding and use of workforce modelling tools and techniques in the development of workforce plans to ensure they are fit for purpose.

### **Supplementary Accountabilities**

- Be the representative at local and regional workforce related project meetings, and attend relevant groups to develop, communicate and implement workforce plans.
- To share learning on new initiatives that could be used to drive sustainability in workforce within other areas of the Council.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Have a current, in-depth understanding of the requirements for workforce within a care setting and the broader social care sector, such as public health and housing.
- Strong stakeholder influencing and engagement capability, working collaboratively across a number of services.
- Ability to interpret and use data for insight and to make informed decisions, both short and long term.
- Knowledge of workforce planning models and principles.
- Evidence of knowledge and understanding of complex workforce modelling and forecasting trends based on available data
- Advanced analytical skills and ability to draw conclusions from qualitative and quantitative data from a range of sources, present evidence in a clear and concise manner.
- Proven experience of leading projects aligned to service improvement and development
- Highly developed and up to date knowledge of workforce planning and its practical application.
- Building strategic partnerships across many functions within an organisation.

- Ability to deliver information clear, concise and in an understandable way, both verbally and in writing, able to adapt communication to overcome potential barriers to understanding.
- Ability to gain and maintain credibility and establish rapport across the Directorate
- Ability to cope effectively under pressure whilst continuing to work to tight deadlines.
- Self-motivated and able to use significant initiative to support autonomous work.
- Excellent interpersonal skills with the ability to facilitate effective relationships with a wide range of internal and external stakeholders.

### **Qualifications**

- Degree level or working towards qualification or equivalent specialist knowledge gained through substantial experience.
- Membership to Chartered Institute of Personnel Development or other suitable professional body

### **Decision Making**

- The post holder is largely self-directed acting autonomously within the role with the expectation that they are a source of expertise and advice
- The post holder is expected to routinely consider guidance, policy, strategy and procedures, both nationally and locally, ensuring where applicable these are applied to work undertaken and communicated to colleagues as appropriate
- Analysing data and making truly informed decisions

### **Creativity and Innovation**

- Creative thinking and problem solving skills.
- Ability to produce creative and practical solutions.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>.</p>
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- All level of officers within the Council
- Partnership organisations

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	