

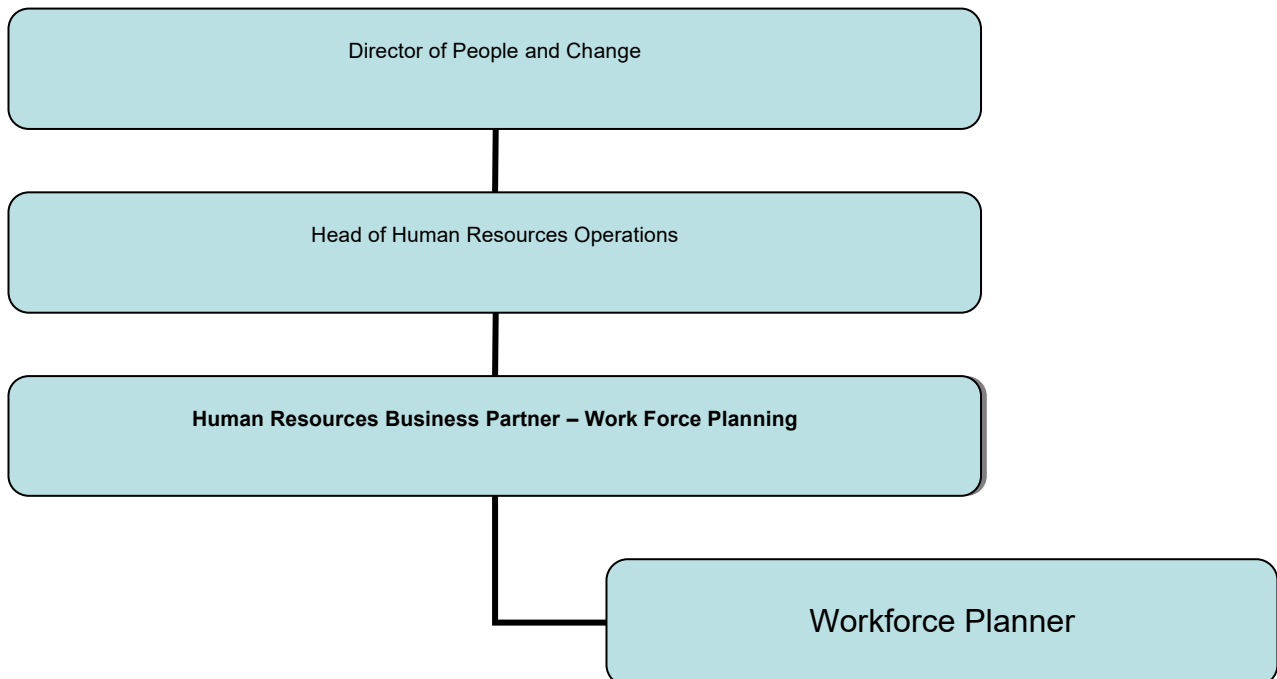
# WILTSHIRE POLICE

## Job Description



<b>Post Title:</b> Workforce Planner	<b>Department:</b> People Services
<b>Post Number:</b> P10028	<b>Work Location:</b> Devizes HQ
<b>Grade:</b> W8	<b>Security Vetting Level:</b> MV
<b>Responsible to:</b> HR Business Partner – Workforce planning	<b>Date:</b> August 2021

### Reporting Structure:



## Workforce Planner

### Job Purpose

To provide expert support and advice as part of the Force workforce planning, ensuring succession planning and effective use of resources. To manage the operational side of Workforce Planning on behalf of the Force, reviewing, developing and improving the performance of the department in accordance with Force priorities.

### Main Responsibilities

- 1 Planning** – to lead in the advanced planning of all specialist selection/assessment/promotion processes where directed. Research and produce relevant planning documents to include paperwork, communications, staffing, logistics and outcome. To liaise with the HR Business Partner Workforce Planning and Senior HR leads to ensure that the strategic aims are adhered to within the planning process.
- 2 Strategic review** – following the conclusion of any specialist selection/assessment/promotion processes, in conjunction with the HR Business Partner Workforce Planning and wider stakeholders, carry out a review, identifying lessons learnt. Ensure that the information is captured and maintained for use in any future processes.
- 3 Analysis** – to support the HR Business Partner Workforce Planning to analyse and monitor workforce statistics to identify trends and gaps, making recommendations to address these which will positively impact succession planning.
- 4 Recruitment** – to provide support to the Recruitment team, as required by direction of the HR Business Partner Workforce Planning, in activities linked to succession planning
- 5 Collaborative working** – to work in collaboration with Recruitment, RMU and People Development teams on operational outcomes of the strategic workforce plans. Provide advice regarding employment legislation and potential risks.
- 6 Legislation** – to understand all Policies and procedures relating to recruitment and workforce planning, including employment law and police regulations, and ensuring compliance with appropriate local procedures.
- 7 Meetings** – to attend local, national and regional meetings on behalf of the Force.
- 8 Deputise** – to deputise for the HR Business Partner Workforce Planning in relation to succession planning and talent management

### Dimensions

#### Financial

There are no financial dimensions associated with this role.

#### Non-financial

Multiple promotion processes through out the year

## Workforce Planner

Attributes	On Appointment	Criteria
<b>Qualifications:</b>	CIPD Level 5 qualification, part-qualified or equivalent.	Essential
<b>Experience:</b>	Previous experience of working in an HR/recruitment environment	Essential
	Previous experience within a fast moving, demand driven environment	Essential
	Previous experience in researching, collating, analysing and reporting on data	Essential
<b>Skills:</b>	Good practical understanding and use of Microsoft Word, Outlook and Excel	Essential
	Excellent communication and interpersonal skills – ability to deal with a variety of situations and relate well to a range of people in a variety of workplace settings.	Essential
	Ability to compile and present research and prepare reports.	Essential
	Ability to prioritise tasks, have an organised and methodical approach when dealing with workload.	Essential
	Flexibility and creativity in ideas, finding solutions to problems and approach to work.	Essential
	Able to demonstrate a commitment to Equal Opportunities.	Essential
	Ability to utilise computerised information systems / web based applications.	Essential
	Ability to provide presentations to a variety of audiences	Essential
	Ability to use data and analytics to inform decision making	Essential
	Strong organisational skills to deal with conflicts and competing demands	Essential
	Ability to research, plan, track and monitor activity	Essential
<b>Knowledge:</b>	Awareness of current employment legislation and best practice	Essential
	General awareness of equality and diversity issues in the working environment	Essential
	Awareness of workplace health & safety issues	Desirable
	Understanding of confidentiality and Data Protection/Freedom of Information issues	Essential

Attributes	After Training
<b>Qualifications:</b>	
<b>Experience:</b>	<p>Experience of the force and its processes in relation to Workforce Planning</p> <p>Experience and understanding of GRS and Qlicksense systems</p> <p>Experience in areas of research, collating and analysing data to prepare reports.</p>
<b>Skills:</b>	<p>Ability to develop and adapt to changing working practices in order to meet the demands of Wiltshire Police, new legislation or new policies introduced within the Force</p> <p>Ability to represent the force on a local, regional, national basis</p> <p>Ability to build strong working relationships with stakeholders but internally and externally.</p>
<b>Knowledge:</b>	<p>Understanding of your responsibility under Equal Opportunities and the way in which your role and the organisation may impact on minority and more vulnerable communities within Wiltshire</p> <p>Greater understanding of relevant health &amp; safety issues within your working environment</p> <p>Understanding of the impact of the Human Rights Act on the organisation and the role that you undertake</p> <p>Greater understanding of Data Protection and Freedom of Information issues within your working environment</p> <p>Understanding of Police Regulations and Police Staff handbook</p>

### ***Role Profile***

### ***Other Information***

Wiltshire Police provides a 24 hour 7 day a week service therefore applicants should be prepared to be flexible in their approach to working hours.

The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post.

Where applicable the post holder will be expected to wear a uniform at all times when on duty.

You will be required to attend all necessary and relevant training courses in respect of your employment to ensure compliance with the policies of the Force.

Wiltshire Police is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.