

Role Profile

C5270 SSG2 Head of Workforce Planning and Resources

Role Description

Be responsible as the Head of function for developing and standardising workforce planning strategy, policies, processes, measurement and KPIs to deliver workforce planning across police staff and officer roles. Lead, manage and develop efficient and effective Strategic Workforce Plans, resource activities and teams within the designated function to deliver services which meet the values, strategy, and objectives, working together to make Avon and Somerset Constabulary an outstanding police force.

To provide an outstanding service, and vision of the organisations Workforce Plans delivering confident, people transformation management.

Support and inform the development of Workforce plans and strategies and ensure the effective and efficient provision of general and specific professional and technical information, advice, and guidance. Promote and embed a culture of learning and continuous improvement, innovation, health and wellbeing, inclusion, and high-performance leadership within the department.

Main Responsibilities

1. Leading, shaping, representing, and communicating the workforce plans to match the level of the organisation ambition and ensuring our resources are aligned with workloads, demand, and financial planning.
2. Co-ordinate key stakeholder collaborative working to ensure workforce planning is clearly understood and supported throughout the organisation meeting critical business requirements across all areas.
3. Lead and manage the delivery and development of workforce plans and resourcing, skills, and redeployment plans, bringing together workforce data and business insights to ensure capacity and capability requirements are forecasted and managed in line with a vision of the right skills in the right place at the right time.
4. To identify and address critical resourcing priorities through the data analysis, forecasting and problem solving for areas such as police officer student officers recruitment and deployment, Detective resourcing and hard to fill police staff areas - areas of high volume turnover and specialist skills areas. Contribute to development and delivery of the people strategy and plans to drive improvement through a healthy, inclusive, engaged, and productive workforce.
5. Take overall responsibility for the review and development of the Workforce Planning and Resources teams, working closely with key stakeholders and local teams to lead from vision to delivery. Developing the capabilities, professionalism and engagement of the teams to deliver outstanding workforce planning.
6. Work closely with business partners to identify, develop and deliver relevant insight that will drive business decisions, flag potential issues, and identify opportunities, on an ongoing basis.
7. Strategic subject matter expert on Workforce Plans and Resources, to develop insight to enhance Constabulary services.
8. Champion data-led decision making, delivering detailed insight and data-driven Workforce plans that improve decision making.
9. Accountable for workforce sequencing, including growth and vacancy management.
10. Lead the governance and management related to people policy, procedural guidance, risk, audit, job evaluation and continuous improvement.
11. Ensure the effective and efficient development, oversight and coordination of workforce policies, procedures, systems, and practices to meet ethical, legal, and professional standards and wider business requirements.

Managing self

Translate strategies into innovative, relevant, inspiring, & practical HR deliverables & ensure these are effectively implemented.

Manage & develop the provision HR management information, analysis, assurance, governance, reporting to drive improvement.

Ensure joined up outcomes in people matters by combining where necessary with related functions.

Develop your knowledge, skills, competence in relation to your departmental/functional areas of responsibility.

Develop & maintain your professional networks.

Departmental management

Manage the department effectively & provide leadership in the designated area of responsibility.

Evaluate the operating environment & use the analysis to inform decisions in relation to service provision.

Develop operational delivery, improvement plans & risk management for the department & areas of responsibility.

Develop, lead, deliver the Constabulary's sustainability, energy management programme strategy, identify opportunities, embed into core business and decision making.

Develop, maintain, evaluate business continuity plan, arrangements.

Ensure compliance with legal, regulatory, ethical, professional standards, & requirements.

Promote, embed a culture of learning, continuous improvement, health, wellbeing, inclusion, high-performance leadership within the department.

Facilitating innovation and change

Ensure that the department identifies, evaluates opportunities for innovation, improvement.

Ensure that changes affecting or involving the department are well planned, engage people, are implemented & evaluated.

Manage human resources

Ensure effective, efficient departmental workforce planning, recruitment, selection, retention. Staff are effectively inducted, developed, trained.

Ensure that the Constabulary's policies, procedures are adhered.

Build, sustain effective teams, collaborative working with colleagues, stakeholders within and beyond the department.

Allocate work effectively recognising resource planning, priorities.

Quality assure work in the department.

Ensure performance of individuals, the department is well managed including helping to address problems affecting performance.

Ensure effective departmental communication.

Manage flexible working to ensure operational efficiency, support remote/virtual teams.

Promote staff wellbeing, equality of opportunity, diversity, inclusion.

Ensure individuals' learning, development needs are identified and met; support, enable succession planning, talent management.

Mentor, coach members of the department.

Lead departmental, other meetings within your area to achieve specific objectives, represent your area within meetings

Using resources.

Identify, justify requirements for financial resources relating to the department.

Manage departmental budgets, monitoring, utilisation of financial resources, authorisations within delegated limits.

Manage physical and technical resources

Ensure healthy, safe, secure, productive working environments, practices within the department.

Ensure effective, sustainable management of physical resources, of the environmental, social impacts of the department's work.

Ensure optimised use of technology within the department.

Manage information and knowledge

Promote effective knowledge, information management, sharing, governance within the department.

Ensure effective management of information, knowledge, communication systems within the department.

Develop, communicate knowledge, information relating to your department, responsibilities.

Analyse, interpret, utilise a wide range of information to take, inform effective decisions.

Manage designated contracts, stakeholder relations, supplier performance relating to the department, in accordance with agreed policies, procedures, standards.

Support, inform the effective procurement of products and/or services to meet departmental and organisational requirements

Manage business operations and projects

Ensure effective implementation, evaluation of departmental, team operational plans.

Ensure effective management of business processes owned by the department.

Manage continuous improvement change projects/initiatives within the department, designated areas.

Contribute to the successful realisation of corporate project, programme benefits.

Achieving results, scrutiny, and accountability

Ensure effective, efficient management of quality assurance systems within the department.

Prepare for, participate in, manage quality audits, inspections relating to the department.

Ensure the preparation, delivery of high-quality assurance, other reports to internal/external bodies as required.

Develop a 'customer-focused' department, manage 'customer' service ensuring effective mechanisms for the department to understand customer/operational needs, requirements.

Ensure effective management of departmental continuous improvement, performance.

Job level, Reporting line and Supervisory Responsibility

Rank\Scale: SSG2

Reports To: Director of People and Organisational Development (P&OD)

Supervisory Responsibility: HR Business Partner

Qualifications, Experience and Skills

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Qualifications

Essential

Recognised HR qualification (at CIPD Level 7 Advanced Diploma or equivalent) (essential)

Educated to degree level 6 by qualification or a significant level of relevant experience of equivalence

Desirable

Chartered MCIPD

Essential Experience

- Significant experience of supporting the business.
- Evidence of operating and influencing stakeholders at a senior level within an organisation.
- A demonstrable track record of successful people management and accountability for effective performance management.
- Experience of implementing successful development, change and innovation.
- Knowledge of relevant legal, political, economic, social, technological, and environmental factors and an understanding of the implications for the department and key areas of responsibility.
- Knowledge of relevant local, regional and national priorities, strategies and initiatives and their implications for the department and key areas of responsibility.

Essential Skills

- Able to effectively lead, manage, develop, and support teams of people and specialist functions.
- Able to develop and manage effective operational plans and strategies.
- Able to communicate and influence effectively using different channels and in a variety of situations and settings.
- Able to develop and manage effective operational governance arrangements.
- Able to facilitate innovation and change to drive improvement.
- Able to build and sustain successful working relationships and collaborations.
- Able to manage physical and technical resources, working environments and practices.
- Able to manage contracts and supplier relations and performance.
- Able to manage business operations/services and projects/initiatives.
- Able to effectively manage quality assurance, performance, and continuous improvement.