

Job Description:

Post:	Workforce Planning Advisor
Band:	Band 7
Location/Base:	Outram Road / Trust HQ
Responsible to:	Service Transformation Lead
Main Contacts:	Workforce and OD staff Divisional Managers and HR teams Business Planning Team Corporate service staff Performance Information team Staff representatives and trade unions

Job Summary

Lead Subject Matter Expert (SME) within the Trust for Workforce Planning providing professional Workforce Planning advice and expertise to support service development and design through development of a range of workforce planning processes which will include systems for forecasting the workforce capacity and competency implications of business plans.

Working in partnership with colleagues in the Workforce and OD service the post holder will support service managers and HRBPs to ensure effective processes are established to facilitate the identification and analysis of the workforce needs across the Trust and contribute to the development and delivery of People Plans

Main Duties & Responsibilities

Workforce Planning

Work collaboratively with the HRBPs to support the development and delivery of People Plans to meet the objectives of the Divisional Business Units.

Act as a member of the Trust's Insight Project Team, contributing to the development and integration of workforce planning systems to support Divisional Business Units.

Contribute to the production of the workforce planning elements of the Trust's People Plan.

Provide workforce planning and process support to the organisation's major transformation programmes as agreed.

Advise and support HRBPs, Service Directors and their Senior Management Teams in the development of the workforce elements of service proposals/commissioning plans e.g. bids for new/expanding services and ensure that opportunities for new ways of working in support of the modernisation agenda are properly considered.

Advise and support HRBPs, Service Directors and their Senior Management Teams to ensure that robust Workforce Business Continuity plans are developed for the variety of emergency situations such as winter pressures and pandemic flu. This will involve supporting the analysis of service delivery challenges and modelling with forecasting of critical workforce skills/numbers

Work collaboratively with HRBPs, Service Directors and Business Planning Teams to link care pathway and service design to workforce activity, competences and pay data to determine and develop appropriately costed workforce models to ensure high level of productivity and affordability.

Support HRBPs, Service Directors and their Senior Management Teams, and work collaboratively with knowledge management colleagues, to develop and identify knowledge and information on the local labour market developments within the private and voluntary sector and its impacts/influence on future service provision

In collaboration with Workforce and OD colleagues to share knowledge, expertise and information on workforce learning and development needs analysis and planning activities.

Workforce information

Work collaboratively with Business Planning and Performance Information colleagues to support the development and integration of workforce information into wider Balance scorecard reports to support and inform Divisional Business Units on performance and production of Board reports.

Analyse and interpret complex workforce data and find trends and emerging workforce issues that need to be addressed through service transformation or governance processes and contribute to the development of associated plans.

Workforce development

Develop understanding of the workforce planning framework and competencies of the Senior Workforce and OD Team and Service Managers in the use of the integrated planning model/s

Work closely with Workforce and OD colleagues to ensure that workforce development needs are linked to plans for future role and service redesign and key competencies to meet future workforce needs of the organisation.

To support colleagues in Workforce and OD regarding the analysis of training needs arising from the workforce plans e.g. areas of knowledge/skill gaps in the workforce.

Policy Development

Lead the development and implementation of policies and procedures in relation to workforce data/planning.

Interpret and implement national policy on workforce planning to ensure that the organisation is operating in line with best practice and guidance of the DoH and national bodies.

Research & development

Undertake regular research to regarding service and workforce planning ensuring best practice and innovate practice is maintained

Other responsibilities

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process.

Other circumstances

- Exposure to unpleasant conditions e.g. verbal aggression from staff/managers on an occasional basis, e.g. once per month.
- Deal with frequent interruptions for advice/information.
- Concentration required for producing reports and analysing statistics.

General duties of all post holders

- To undertake any other reasonable duty, which is appropriate to the band, when requested by senior staff
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines
- To be aware of and work towards the Trusts strategic goals

Standards of Business Conduct

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner
- All post holders who are members of a professional body must comply with standards of professional practice/conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body

Equality and Diversity & Equal Opportunities

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times

Professional and Personal Development

- The post holder is responsible for ensuring their compliance with Core and Essential Skills training relevant to their role
- The post holder will be involved in a formal IPDR/KSF review with his or her manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery
- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate

Confidentiality & Information Governance

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established
- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption
- The post holder must maintain high standards of quality in corporate record keeping ensuring information is always recorded *accurately, appropriately and kept up to date*. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties
- The post holder must ensure compliance with the Data Protection Act 1998

Health & Safety at Work

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or

near miss involving patients, service users, carers, staff, contractors or members of the public

- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy

Infection Control

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control

Person Specification

Post: Workforce Planning Advisor

Attribute	Essential The qualities without which a post holder could not be appointed	Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria	How assessed
Education qualifications & training	<p>Appropriate professional qualification in organisational development or L&D eg CIPD</p> <p>Educated to degree level or equivalent experience with the ability to work at this level.</p> <p>Certificate in workforce planning or equivalent experience in the specialist area of workforce planning/modernisation/service transformation</p> <p>Evidence of CPD.</p>	<p>.</p>	<p>Application</p>

Knowledge and understanding	<p>Advanced specialist knowledge of strategic planning and experience of working within health care providers</p> <p>Experience of using a range of OD tools and approaches to workforce development and planning</p> <p>Detailed knowledge of the NHS modernisation agenda and Department of Health policies and strategies</p> <p>Advanced specialist knowledge and use of workforce planning models</p> <p>Knowledge of Workforce Information Systems</p>	<p>Working knowledge of ESR</p>	<p>Application form and interview</p>
Experience	<p>Experience of operating at senior management level in the NHS in a service/ workforce planning role</p> <p>Evidence of effective influence in workforce planning processes within organisations</p> <p>Relevant experience to demonstrate working experience of applying theory and practice in workforce planning techniques.</p> <p>Work as a team member as well as Working independently and managing own workload</p> <p>Managing working/ project groups</p> <p>Design and development of workforce planning processes to support services to plan effectively for future workforce needs.</p> <p>Design and delivery of workforce planning training and development for leaders and HR specialists</p>		<p>Application form and interview</p>

Skills	<p>Excellent interpersonal skills and ability to form positive working relationships at all levels</p> <p>Effective communication skills – ability to communicate effectively in varied situations and at all levels, both verbally and in writing</p> <p>Highly developed presentation and facilitation skills</p> <p>Competent in the use of Microsoft office packages for statistical data formulation, manipulation and presentation</p> <p>Analytical skills and an ability to interpret and utilise information to inform decision making processes</p> <p>Scenario based modelling and forecasting skills</p> <p>Strong communication and networking abilities.</p> <p>Create, flexible and adaptable approach</p> <p>Effective problem solving abilities</p> <p>Ability to analyse complex issues and provide practical and creative solutions.</p>		<p>Application form and interview</p>
Personal qualities circumstances	<p>Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies</p> <p>Proven ability to build personal and professional credibility with management and clinical teams and staff</p> <p>Open, transparent style, collaborative and supportive. Committed to developing a culture of openness and partnership</p>		<p>Application form and interview</p>

	<p>Demonstrates emotional resilience and intelligence in the face of competing demands and conflict</p> <p>A flexibility of style and approach to succeed in managing and leading in a collaborative way</p> <p>Committed to the continuous development of self and others</p> <p>Self aware, understands impact of own behaviour on others</p> <p>Ability to travel to meet the requirements of the role</p>		
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