

**Job Description:**

**Workforce Planning Manager**

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| Function: | Government – Justice |
| Position:  | Workforce Planning Manager |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager (N+1 Job title and name): | Head of Operational Assurance |
| Additional reporting line to: | Deputy Director(s) |
| Position location: | HMP Peterborough |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * The Workforce Planning manager will work within the staff deployment team to resolve resourcing and deployment issues. They will implement opportunities to improve organisational outcomes by using people resources more effectively and efficiently.  As Staff Deployment Manager you will be instrumental in engaging positively with our employees.
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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Forecasting and scenario planning (in liaison with HR & Finance) in support of business solutions.
* Prepare detailed reports for the weekly resource meeting with the Senior Leadership Team
* Manage the completion of the Daily Detail to include weekly forecasting of operational staffing requirements
* Support the Duty Manager
* Populate the Kronos & SAP Systems
* Accurately maintain Microsoft Excel spreadsheets
* Accurately record and monitor all accrual balances
* Accurately manage and record overtime hours
* Respond to staff queries in a professional and timely manner
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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Focus on solutions and continuous improvement by using data effectively from different sources to review how that informs and directs activity within the establishment
* Adherence to all policy and procedures relating to staff deployment, sick absence and annual leave
* Have the ability to maintain resilience in a pressurised environment
* Ensuring the establishment is sufficiently staffed to carry out operational requirements
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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * The establishment will be efficiently resourced
* The management of overtime, sick absence and annual leave will be recorded effectively.
* Senior Leadership Team will be informed of all staff deployment concerns
* Responsible for the weekly resource meeting data and presentation
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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Proven and demonstrable administrative skills and experience
* Excellent Customer Service experience.
* Highly organised with experience of multi-tasking in a busy and pressurised role
* Sound knowledge of Microsoft Office
* A flexible approach to working
* Accuracy and attention to detail
* Effective communication and interpersonal skills
* Previous experience of Kronos is highly desirable
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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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Received:

Date:       Date:

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Job holder Immediate Manager