Post Title: Strategic Workforce Planning Manager

Grade: K

# Job Purpose

To actively and effectively promote the Council’s vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.

As a senior leader in Nottingham City Council’s HR Directorate, the Strategic Workforce Planning and Resourcing Lead will shape and drive the workforce strategies that position the Council for long-term success.

This role will ensure the Council has the right people, in the right roles, with the right skills, at the right time to meet current and future business needs. By aligning workforce planning and resourcing with corporate objectives, the postholder will support the delivery of the Council’s Improvement Plan and ensure the Council achieves employer-of-choice status.

The postholder will be responsible for developing and embedding forward-thinking workforce planning and resourcing strategies that ensure the Council attracts, retains, and develops the talent needed to deliver its priorities, now and into the future.

The Strategic Workforce Planning and Resourcing Manager will work collaboratively with the HR MI amd Systems Manager and HR Heads of Service to embed data-driven insights into workforce strategies and collaborate with senior leaders to address recruitment and retention challenges, skill gaps, and workforce forecasting. This role will play a critical part in strengthening workforce resilience, closing skills gaps, and building inclusive talent pipelines that reflect the communities we serve.

# Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around

four central themes:

* **Leading People**: by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
* **Equality Diversity & Inclusion**: by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce.. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
* **Change & Innovation**: by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
* **Collaboration**: by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

# Specific Duties

1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. Ensure good financial management and assist in maintaining financial sustainability by adhering to the Council Financial Accountabilities Framework and Financial Regulations.
3. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work

**Role specific duties**

1. **Workforce Planning and Resourcing**

* Lead the development and implementation of a comprehensive, insight-led Workforce Planning Strategy that aligns workforce capacity with the Council’s strategic priorities, future service needs, and organisational goals.
* Collaborate with the HR MI Manager to use workforce data and analytics to identify skill gaps, forecast workforce trends, and support effective decision-making.

1. **Workforce Optimisation and Talent Management**

* Collaborate with senior leaders and HRBPs to embed workforce planning into departmental business planning and service redesign.
* Develop frameworks for talent management, succession planning, and leadership development to ensure the organisation has a resilient and capable workforce.
* Promote internal mobility and succession by leveraging internal talent pipelines, digital talent pools (e.g. ORC Fusion), and strategic secondments.
* Lead the Council’s approach to strategic resourcing for business-critical, hard-to-fill, and future skill areas
* Lead the Council’s approach to apprenticeships and oversee the effective use of the apprenticeship levy.
* Establish and monitor workforce planning performance metrics to evaluate the effectiveness of strategies and identify areas for improvement. Embed a culture of data-led planning across HR and resourcing, enabling more agile responses to workforce pressures and priorities.

1. **Cross Functional Strategic Leadership and Collaboration**

* Work collaboratively with HR colleagues to ensure workforce planning and resourcing strategies align with broader HR and organisational objectives.
* Engage with external stakeholders and partners to identify resourcing opportunities and share best practices.
* Provide regular updates to the Strategic Director of HR and the Executive Leadership Team on workforce planning progress, challenges, and key initiatives.
* Oversee the effective management of the Matrix neutral vend contract, ensuring that agency and contingent worker spend is monitored and kept in check.

1. **Equality, Diversity & Inclusion (EDI)**

* Champion EDI principles across workforce planning and resourcing initiatives, embedding inclusivity into recruitment strategies and ensuring diverse representation across all levels of the organisation.
* Implement targeted approaches to improve diversity in candidate pipelines, working with community partners and external networks.

1. **Digital Innovation**

* Oversee the use and continuous improvement of recruitment technologies, including applicant tracking systems (e.g. ORC Fusion), workforce planning tools, and performance dashboard.
* Evaluate emerging digital platforms and tools to support smarter, more agile resourcing, and make recommendations for innovation and investment where appropriate.

1. **Talent Management & Succession Planning**

* Partner with OD and Learning teams to ensure talent strategies align with organisational values and reflect changing workforce needs.

1. **Candidate Experience & Employer Brand**

* Champion a consistent, modern, and candidate-focused recruitment journey, improving communication, accessibility, and onboarding at every stage.
* Work with internal comms and service leaders to strengthen the Council’s employer brand, positioning NCC as an employer of choice within local government and beyond.
* Monitor feedback and use insight to drive continuous improvement in candidate engagement and experience.

**Numbers and grades of any staff supervised by the post holder:**

**x1 Contract Manager Grade J**

**X1 Resourcing Manager Grade I**

**X1 HR Consultant – Employability Grade H**

**Up to 2 X1 Recruitment Facilitators Grade F**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by: Kirsty Spencer, HR Delivery Manager**

**Date: June 2025**

## Person Specification: Strategic Workforce Planning Manager

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| Area of responsibility | **REQUIREMENT** | | | MEASUREMENT | | |
| A | **AC** | D |
| **Vision, Strategy and Delivery** | Experience as a service leader in a complex organisation, with experience of;   * Delivering against outcomes and creating clear objectives * Creating a culture of continuous improvement * Commercially aware with strong analytical skills * Awareness of key issues in your market and for the city of Nottingham | | | 🗸 | 🗸 |  |
| **Leading**  **People** | Evidence of successfully leading teams, with experience of;   * Motivating people and creating high performing services * Empowering others to take decisions * Successfully managing wellbeing and resilience * Ability to plan for the future, with effective workforce planning skills | | | 🗸 | 🗸 |  |
| **Change and Innovation** | Able to lead service through change, with experience of   * Evidence of leading change programmes, bringing others on the journey with you. * Identifying and delivering innovative service delivery models * Able to create a culture of continuous improvement | | | 🗸 | 🗸 |  |
| **Collaboration** | A collaborative leader, with evidence of   * successfully in partnership across different sectors and fostering / harnessing partnerships. * Able to develop a culture of collaboration. * Political acumen and able to develop productive relationships with senior figures within an organisation | | | 🗸 | 🗸 |  |
| **Equality, Diversity and Inclusion** | A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of:   * Delivery of inclusive services, understanding the challenges faced and how they can be overcome. * Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity. * Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham’s people. | | | 🗸 | 🗸 |  |
|  | **Strategic Workforce Leadership:** Proven experience in leading workforce planning and resourcing strategies within a complex organisation, delivering impactful solutions that address organisational needs. | | |  |  |  |
|  | **Data-Driven Decision-Making:** Strong analytical skills and experience in utilising workforce data and analytics to inform strategic planning and drive performance improvements. | | |  |  |  |
| **Technical Skills and Knowledge** | **Resourcing Expertise:** Demonstrated success in developing and managing recruitment strategies that are innovative, inclusive, and aligned with organisational values. | | |  |  |  |
| **Collaboration and Stakeholder Engagement:** Experience in working with key stakeholders, including senior leaders and external partners, to deliver cohesive and effective workforce initiatives. | | |  |  |  |
| **Change and Improvement:** Evidence of driving change and improvement in workforce practices, embedding innovative solutions to optimise resources and ensure organisational sustainability. | | |  |  |  |
| **Equality, Diversity & Inclusion:** Commitment to championing EDI across workforce planning and resourcing initiatives, with a proven track record of embedding inclusivity in recruitment and workforce strategies. | | |  |  |  |
| **Qualification requirement** | CIPD or equivalent | | |  |  |  |
| **A - Application** | **AC – Assessment Centre** | **D - Documentary Evidence** |