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# Example of Strategic Workforce Planning Job Description

Our innovative and growing company is searching for experienced candidates for the position of strategic workforce planning. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for strategic workforce planning

* Ability to manage uncertainty, complexity and competing priorities
* Master’s degree in O/D, HR, or I/O Psych preferred
* SWPP certification is a plus
* Accountable for the Strategic Workforce Planning process & portfolio for each business unit & at the enterprise level to identify synergies and themes across
* Facilitates strong partnerships with business leaders, data & analytics, and finance partners to ensure consistency & accountability for execution
* Understands the business strategy and uses as input into developing Strategic Workforce plan
* Consult with business & HR client partner to develop high level, long-term strategic workforce plan to proactively address key challenges by prioritizing emerging solutions, identifying phases of actions, articulating next steps & owners, KPIs and critical success factors
* Establish and maintain core strategic workforce planning metrics and relevant scorecards/tracking to contribute to the evaluation of the SWP process
* Partner with technology to leverage supporting tools & resources and data/analytics to identify data need for measurement around implementation strategy, metrics & dashboards, and effectiveness
* Solicit feedback from business leaders and HR to identify, recommend, and develop enhancements to strategic workforce planning process & methodology

## Qualifications for strategic workforce planning

* In depth knowledge and demonstrated experience in relational database theories and data warehouses required (ie
* Use strategic workforce planning to consistently define and build capabilities across the enterprise, including developing strategic workforce planning skills within his/her own team
* Use strategic workforce planning to inform HR strategy around recruiting, talent pipelines, enterprise resource strategy
* Experience in workforce planning preferred
* Deep understanding of applying data and analytics to business decision making
* Ability to synthesize complex data from various sources into meaningful conclusions