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# Example of Strategic Workforce Planning Job Description

Our company is growing rapidly and is looking for a strategic workforce planning. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for strategic workforce planning

* Partners with Business Development, New Business, and Technology functional areas to identify future skills, competencies and pipeline needs required to meet future customer and program requirements
* Turns complex business requirements and new business efforts into executable plans to acquire workforce needed across a diverse set of industries
* Partners with Talent Development and Inclusion team on identified talent gaps to help determine solution opportunities
* Assists in aligning current internal Talent Resource and Acquisition teams to target talent gaps for pipeline growth
* Leading the HR M&A lifecycle from assessing opportunities through due diligence, integration planning and integration execution
* Ensuring we continually have the right structures and the right capabilities, at the right cost, needed to propel the growth strategies of the business
* Lead the development of a five-year strategic workforce forecast and plan including scenario planning, modeling, conducting environmental scan, performing gap analysis, and monitoring and evaluating workforce plan progress
* Conduct workforce planning analysis to determine what gaps exist between the current and projected workforce needs in the short-term and long-term in order to develop mitigation strategies
* Partner with OU leaders, Finance, and HR Business Partners to understand workforce requirements in terms of headcount, budget requirements, and skills now and in the future
* Prepare reports on workforce characteristics for key stakeholders related to specific job segments leveraging data analytics and internal/external workforce insights and trends

## Qualifications for strategic workforce planning

* Competent in using predictive analytics, statistical modeling, measurement, and forecasting
* Strong ability to structure documents to effectively translate analytics into a compelling story and communicate with senior management to drive alignment and decision making
* Deep understanding of how systems influence one another within a larger system
* Strong ability to directly and strategically influence executive-level leaders’ directions and decisions
* Ability to drive and accomplish business objectives
* Minimum of 4 years of financial modeling and analysis experience required with 2 years of in-depth knowledge and demonstrated experience in relational database theories and data warehouses required