

Example of Resource Planning Analyst Job Description

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Our growing company is looking to fill the role of resource planning analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for resource planning analyst

- Lead and contribute to formal interactions within our best practice Operational Management Framework (OMF) including Mission Control Meetings, Planning/Loading/Variance meetings and Monthly Operating Committee meetings
- Provide full impact assessment and advice on business change/projects
- Schedule Production - Administer the defined scheduling process by business area across EMS
- Schedule, analyse and report on all workload activities as per agreed assumptions, to optimize the back office availability & call handling performance
- Support the production and execution of specialised business tools eg Tactical Response Plan, Threshold Action Plans and RT data to monitor and respond to service level and adherence issues
- Deputise for the Senior Real Time Analyst in leading daily focus meetings reviewing performance and outlook with Operational management
- Administer all "on the day" changes to the supply of resource in the relevant WFM tool(s)
- Provide regular intraday updates on "live" performance to Operational management
- Produce comprehensive quantitative analysis for executives and regulatory filings
- In conjunction with Risk Management, ensure that the expansion plan and production cost modeling of the utility power systems is accurate and current

variable operating cost,), contract terms (scheduling flexibility, constraints, availability)

Qualifications for resource planning analyst

- Follow developments in major federal and state policies that affect the company's resource plan
- Gather, extract, and analyze data from multiple work management sources
- Analyze planned versus actual work completion by process
- Support Resource Planning leadership team on internal performance reporting and developing key metrics
- Ability to communicate clearly and succinctly and is effective in all manner of presentation settings
- Lead Resource Planning leadership team on internal performance reporting and developing key metrics