



Example of Strategic Workforce Planning Job Description

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Our growing company 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

- Build the capability to provide a comprehensive forward-looking view of the business by incorporating workforce data from different source applications
- Provide insight into the key drivers, demographic shifts and policy developments that may affect the availability and cost of talent around the world
- Develop program and project plans, resource requirements and strategic analysis and research for business growth
- Lead operational work within the team, including oversight of budget, projects and other requests as needed
- Manage a team of analysts and ensure that all business needs employee development areas are being met
- Supports SWP team in the execution of full end-to-end workforce planning engagement, including the facilitation of stakeholder meetings, data analysis, and the creation of compelling presentation to communicate key findings
- Design and conduct complex quantitative & qualitative analyses to identify trends in workforce behaviors
- Develop project plans and timelines to support engagement efforts and assist in the smooth and thorough execution of projects
- Leading the design and implementation of strategic and workforce planning for a several thousand person organization, with guidance from the Vice President, but ultimately responsible to the CIO, CTO and Technology Senior Management Team
- Developing reporting, managing timelines, soliciting and coordinating input

Qualifications for strategic workforce planning

- Bachelor's Degree, preferably in Business and 5-7 years of work experience
- Requires effective written and verbal communication skills, detail orientation, and the ability to quality check own work
- Support senior government executives in the development of the organization's strategy around the current and future workforce
- Assist with the development, collection, analysis, and reporting of workforce, mission, and other external and internal data
- Translate data analysis findings and research principles into written documents, briefings and graphics
- Asses internal and external data, external factors and mission drivers to make recommendations regarding workforce planning