



The
Workforce
Development
Trust

Workforce Analyst

Job description

Job Title	Workforce Analyst
Department	Consultancy and Research
Reports to	Senior Analyst
Location	Bristol/Sheffield Office, with hybrid working available
Pay Scale	£49,000 per year
Contract	Permanent
Hours	Full time 37.5 hours per week

The Workforce Development Trust

The Workforce Development Trust is a not-for-profit organisation that provides services that support employers to develop skilled, sustainable, and efficient workforces in the UK and abroad. We operate via our collective of four brands; Skills for Health, Skills for Justice, SFJ Awards and People 1st International, which deliver specialist, targeted skills interventions to support a variety of frontline public services.

Job summary

The Workforce Analyst will manage and deliver a range of analytical solutions for a variety of stakeholders and organisations. This includes the collection, organisation and interpretation of data and statistical information about workforces to make it tactically, operationally and strategically useful. This work frequently sits in context of wider workforce planning projects undertaken with clients. Typically, workforce analysis activities include, workforce supply and demand analysis, modelling and evaluation.

This role will work with colleagues across organisation, primarily focussed on the health and justice sectors, to identify customer needs, propose and develop effective analytical solutions and support the development of The Workforce Development Trust.

Key responsibilities

This post holder will deliver a portfolio of commissioned assignments/projects and services that require:

- Understanding and interpreting business problems to identify and implement appropriate data solutions.
- Analysing quantitative, and sometimes qualitative data, identifying trends and producing compelling visualisations to provide actionable insights and impactful solutions / recommendations for clients.
- Setting out requirements, cleaning, aggregating and manipulating data, to enable an accurate interpretation of data and from various sources
- Prepare and present reports on analytical, combining analytical rigour with clarity and an appropriate range of visualisation methods,
- Quantifying and evaluating the impact of proposals or new initiatives.
- In line with best practice, ensure that analytical outputs are robust and effective, and that methods can withstand scrutiny.
- Contributing data and insights to reports, and providing briefings as needed.
- Coach and support clients to develop their capacity to analyse and interpret workforce data. Including automating data management activities where required.
- Ensuring that lessons learned are captured and fed into wider process improvement activities
- Develop, manage, and always maintain effective working relationships with external stakeholders/customers and internal colleagues.
- Manage competing priorities, timescales, and capacity issues to ensure all projects meet customer and regulatory requirements
- Collaborate with internal colleagues providing advice, guidance, and analytical inputs on a range of bids, proposals and case studies to support the range of business development and marketing activities.
- Attending external meetings across the UK as required, always promoting a positive image of the organisation.
- Report on personal targets as agreed with line manager and undertake line management responsibilities as required.

Person specification

Criteria	Essential	Desirable
Education and qualifications		
A relevant undergraduate degree or equivalent vocational experience	x	
Post-graduate qualification		x

Evidence of continuing ongoing professional development (CPD).	x	
Knowledge		
Advanced MS Excel skill and MS Power BI skills, to collect and synthesise data to gain and present information to assist in decision-making.	x	
A good working knowledge of other programming languages such as SQL, Python and/or R.		x
Demonstrable understanding of workforce planning methodologies and principles.		x
Comprehensive understanding of the concepts and practices of workforce analytics, modelling and planning in a large/federal complex organisations.		x
Understanding of the relationship between workforce information and other business indicators.		x
Knowledge and experience of following best practice principles managing activities and working with a range of stakeholders		x
Knowledge of quality assurance processes.	x	
Knowledge of data protection and confidentiality, including data protection by design, data protection impact assessments, transparency and data subject rights.	x	
Experiences		
Experience working in, people analytics, workforce or strategic HR environment or strong interest accompanied by related education / qualifications or CPD.	x	
Significant experience working with large quantitative datasets.	x	
Experience using other software such as Tableau, Oracle Analytics (OAS), Workday, SPSS, etc.		x
Expertise in scenario modelling, predictive analytics, and statistical analysis.		x
Experience of working as part of a multidisciplinary team and applying evidence-based practice to complex issues.	x	
Skills and abilities		
Ability to work with clients to develop and clearly articulate data needs.	x	
Ability to produce compelling visualisations to provide actionable insights to a variety of audiences.	x	
Ability to develop and design workforce tools and systems to improve planning.		x

Ability to undertake writing workforce planning methodologies.		x
Able to work in partnership with multiple stakeholders and engage fully with a portfolio of client accounts	x	
A team player, able to contribute to the growth of the team and wider practice, sharing knowledge and supporting the development of capability across the team and individual team members.	x	
Other		
Able to travel for work when required.	x	

Job Description Completion

Name	Jon Freegard
Job title	Principal Consultant
Department	Consultancy and Research
Date	16/10/2024

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment.

Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:

- Ensure their behaviour is not discriminatory.
- Does not cause offence.
- To challenge the inappropriate behaviours of others.
- Adhere to the Equal Opportunities policy.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work.
- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work.

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety, and welfare whilst at work. If employed, you must familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

Confidentiality

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct. Employees are expected to act with integrity both inside and outside the workplace.

Data Protection

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is referred to as 'sensitive personal data'.

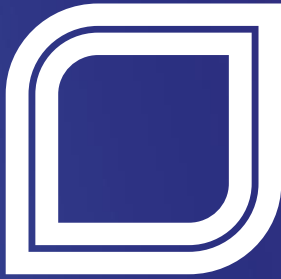
The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.

Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Other Employment

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade, or profession, either directly or indirectly in any capacity whatsoever.



The Workforce Development Trust

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Skills for
Health

Skills for
Justice


SFJ
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