Northumberland County Council

Job Description

Senior Strategic Workforce Planning and Analytics Adviser

Reference: PC026
Date: November 2025

Job Family/Sub Family:	**People & Culture/Talent Acquisition and Strategic Workforce Planning**
Level:	**2**
Band:	**8**
Career Track:	**Technical, Professional and Supervisory**

Job Purpose

To provide expert advisory support on strategic workforce planning, job architecture and establishment control, ensuring Northumberland County Council has the right structure, capabilities and talent capacity to deliver strategic priorities.

The role will partner with senior leaders and other people professionals to translate the needs of services into workforce strategies, maintain disciplined position and headcount governance and uphold fair consistent and future fit job architecture framework,

Service Purpose

Northumberland County Council's Acquisition and Strategic Workforce Planning service exists to ensure the organisation has the right people, in the right roles, at the right time to deliver its strategic objectives. This service provides a forward-looking, data-informed approach to workforce design, talent acquisition, and capability planning, enabling proactive responses to organisational change, market dynamics, and future skills requirements.

It supports leaders in making informed decisions about workforce composition, succession planning, and resourcing strategies, while maintaining robust governance over recruitment practices, workforce data, and compliance with employment legislation. Through strategic partnerships, workforce insights, and targeted talent pipelines, the service drives organisational resilience, agility, and long-term sustainability.

Duties and Responsibilities

Strategic Workforce Planning

- Facilitate discussions to support strategic and operational workforce planning cycles.
- Contribute to forecasting scenario modelling and capacity planning.
- Create reports and presentations to communicate findings and inform workforce planning decisions.

- Support Organisational Development team in conducting skills gap analysis enabling recommendations to be made for addressing them through training, development programs, or recruitment initiatives.
- Monitor workforce plans, track progress and recommend corrective actions where required.
- Research best practices in workforce planning and organisational development, identifying innovative approaches, and recommending solutions to enhance the effectiveness of workforce planning initiatives.

Job Architecture

- Advise stakeholders on job levelling, job families, competencies and career tracks.
- Ensure job architecture standards are applied consistently to roles and organisational structures.
- Review job changes and recommend appropriate classification, levelling and titling decisions.
- Ensure job evaluation governance and processes are applied consistently and fairly.

Establishment Control and Position Management

- Maintain governance over approved position establishment and headcount management
- Work closely with the Business Operations Centre to ensure creation, change and closure of positions is in line with governance decisions, organisational design principles and financial plans.

People Governance

- Manage and oversee people governance frameworks ensuring compliance with internal policies, employment legislation, and ethical standards.
- Support with internal audit, risk, and assurance activities related to workforce matters

Stakeholder Engagement

- Build and maintain strong relationships with key stakeholders in developing workforce strategies and plans to meet annual and longer-term resourcing needs

Workforce Insights, Analytics & Reporting

- Conduct workforce data analysis and reporting, collecting, analysing, and interpreting data related to workforce demographics, skills, and performance
- Champion the effective use of workforce planning technologies, identifying opportunities for improvement and ensuring data integrity.
- Support with production of timely people metrics and Insights tracking progress against workforce priorities.

Person Specification

Professional and Technical Requirements

Qualifications

- Level 5 qualification in HR, Leadership or Organisational development or equivalent experience. Demonstrates ongoing development in specialist or emerging areas relevant to the service or role

Knowledge, Experience and Skill

- Proven experience in workforce planning, data analysis, and reporting.
- Knowledge of job evaluation methodologies and job levelling frameworks.
- Experience in position management or establishment control.

- Experience supporting organisational design and restructuring projects
- Experience in using People technology and systems relevant to specialist field.
- Knowledge of relevant employment legislation in the context of Job Architecture governance.
- Proficiency in Microsoft Office Suite and data analysis tools.

Core Competency Requirements

- **Communication**: Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration**: Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery**: Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making**: Uses evidence and judgement to resolve issues and improve delivery.
- **Digital & Data Literacy**: Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability**: Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving**: Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community & Customer Focus**: Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.
- **Leadership**: Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

- **Analytical:** You seek and analyse information to inform your decisions, based on the best available evidence.
- **Organiser:** You make plans and are well prepared. You seek to maximise time and productivity.
- **Adaptable:** You can adapt to variations in work or environment. Your effectiveness is not affected by change. You are flexible and versatile. You act as an advocate for change.
- **Problem solver:** You take a positive approach to tackling problems. You find ways to identify suitable solutions.
- **Explainer:** You communicate thoughts and ideas, verbally or in writing. You simplify complexities and adapt communication so others can understand.

Desirable