

# Workforce Planning

## Lead

## Job description

Together we are help and hope for everyone living with dementia



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# Workforce Planning Lead

## Position in the organisation

Reports to the Head of People Planning.  
Member of our People Planning team.  
Part of our People directorate.

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

This role provides an exciting opportunity to make a long-term impact in one of the most dynamic and fast-growing charities in the sector. This role is critical in developing an approach to workforce planning that will enable us to deliver our ambitious strategy Help and Hope.

The Workforce Planning Lead will work closely with the People and Business leadership teams, using insight to shape strategies, optimise workforce planning, and ensure our People practices are aligned with both internal goals and external market dynamics. Providing expertise in workforce analytics and planning, they'll be a trusted expert who enables stakeholders to make long term, strategic decisions about the size, shape and mix of their teams.

The role holder will be data driven with strong analytical capabilities and expertise in HR technologies including AI, to help transform workforce data into meaningful business insights. The role focuses on using predictive analytics to identify workforce trends, benchmark against the market and answer the important 'so what' questions – turning raw data into strategic action.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

## Key accountabilities and responsibilities

- Engage stakeholders through workshops, leading interviews and other methods to gather business requirements, managing stakeholder involvement throughout.
- Define workforce planning process through understanding business needs and expected outcomes for the work.
- Using Power BI and AI tools to analyse People data to identify key trends and patterns in workforce data and other vital metrics, including highlighting key concerns.
- Implementing predictive analytics to forecast future People trends across the metrics and highlight any possible concerns.
- Engaging with the Senior Leadership, People Business Partners and People teams to understand existing perceptions and workforce challenges.

- Provides subject matter expertise on establishment data, working closely with People and Finance Business Partners to support budget holders to maintain the establishment.
- Champions the use of establishment data and tools, to create an embedded and lasting approach to headcount reporting.
- Champions our EDIB strategic approach, using workforce insights to recommend opportunities for action.
- Comparing key internal People data with market trends using analytical tools and technology where appropriate.
- Using data driven insights to identify how our organisation compares to broader industry trends, providing a data-backed view of our position.
- Using insights to prepare recommendations to the relevant leadership team, outlining the implications of current trends and what changes or strategies are needed to mitigate concerns.
- Utilising data to validate assumptions or diagnose issues, providing data-driven insights to develop actionable solutions.
- Supporting the building of key dashboards and data visualisations in Power BI, or similar tools. Highlighting workforce dynamics and the impact on strategic decisions.
- Using forecasting models to anticipate headcount, turnover and other identified concerns.
- Continuously evaluating and improving People analytical models, tools, and reporting capabilities.
- Exploring new AI technologies to enhance insight generation and reporting accuracy.

## We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.

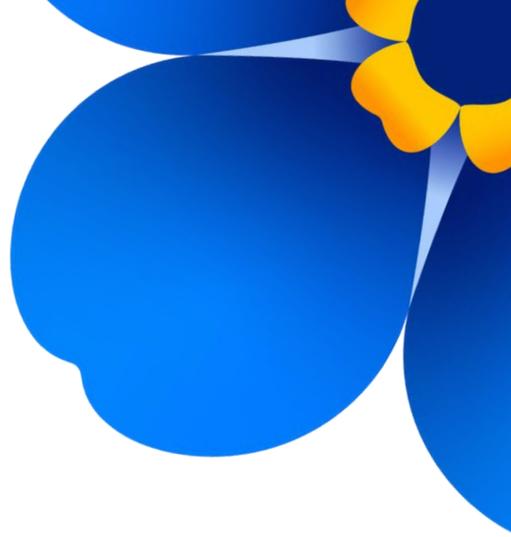
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

## Person specification and selection criteria

Skills and knowledge	Application (A) or Interview (I)
3+ years' experience in workforce planning, HR Analytics or data science.	A/I
Confidence using a range of tools and technologies to turn data into insight.	A/I
Good working knowledge of computer-based data and analytics software e.g. Power BI, AI.	A/I
Proven experience of using predictive analysis to influence decision making.	A/I
Able to prioritise workload to maximise contribution and outcomes.	A/I
Good interpersonal and communication skills.	A/I
Excellent analytical and documentation skills.	A/I
Experience of working with senior stakeholders to deliver change.	A/I
Knowledge of technical terms in IT and Data management.	A/I
An understanding of the needs of people with dementia and their carers.	A/I

Competencies and personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Able to travel and attend in person meetings as required	A/I
Excellent attention to detail.	A/I
Non-judgemental communication.	A/I
Commitment to and understanding of equal opportunities.	A/I
Understanding of the inclusion agenda and its relevance within a diverse society.	A/I

# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contributions rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face coocusselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave