Strategic Workforce Analyst

Position Details

Reports to: Workforce Manager or equivalent district position	**Location:** Generic
District/Service Centre: Generic	**Shift work/non shift work:** non shift work
Group: Districts	**Remuneration range:** Band I
PHPF Level Purpose: Team Leader/Manager	**Employee Type:** Office of Constable/Police Employee
Direct reports: May have direct reports such as Workforce Analysts, Workforce Coordinators or Rostering Managers	**Delegated financial authority:** N/A

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

Purpose

The purpose of the Districts is to deliver Our Business

To support the delivery of these outcomes the Strategic Workforce Analyst will:

- Research, develop and maintain an overview of the workforce coordination environment within NZ Police and provide advice on its effectiveness and direction to enable efficient and effective resourcing which will maintain and improve the service delivered by the District / Service Centre
- Collect, maintain and share best practice information relating to processes, products and techniques and to maintain a base of workforce management information in order to support the management team.
- Support decision-making and strategy development with particular reference to resourcing to demand by providing accurate and timely information and products.

The purpose of leadership in this role is to lead the activities for Our Business and enable our people to deliver them.

Accountabilities

1. Look after our people

- Understand the hazards faced by the team and enable them to eliminate or minimise the associated risk.
- Ensure all team accidents, incidents and near misses re reported, investigated and endorsed in MyPolice.

- Proactively manage employee return to work programmes where required.
- Actively encourage and enable Wellness and Safety initiatives and training.

2. Service delivery

- Identifies or develops techniques and processes to enable effective and efficient deployment of resources.
- Liaison with other emergency services and external agencies regarding workforce management development including techniques, processes and issues.
- Identifies workforce management areas/parameters requiring analysis or development and reports with recommendations to the management team.
- Identifies organisational risks associated with Districts / Service Centres workforce management processes and makes recommendations to reduce such risk.
- Prepares, or oversees the preparation of, regular or ad hoc reports for Police management, Ministers, and partner agencies on trends and variances that reflect on Districts / Service Centres effective workforce coordination.
- Assists with the analysis and forecasting of demands for service and highlights issues relating to Districts' / Service Centres' ability to meet that demand (eg rostering, absenteeism, resourcing) and provides relevant advice on planning/budgeting.
- Initiates, promotes and provides advice and support in the development of national and local District / Service Centre workforce management projects.
- Undertakes any specific workforce management related projects as required, ensuring project objectives, deliverables, constraints and principal working activities are managed effectively and efficiently, and projects are completed in a timely, cost effective manner.
- Provides support to the management team in managing change in relation to identified strategic projects and other initiatives at a national level.
- Identifies training needs and assists with the development of training programmes for Workforce Management Group staff.
- Provides specialist support and training to the Workforce Management Group staff as required.
- Identifies workforce management-related obstacles to change and develops appropriate responses.
- Monitors and reports on the effectiveness of change management strategies from a workforce management perspective.
- Analyses collected information needed by police managers to enable an enhanced understanding and management of resources within the District / Service Centre.

3. Relationship management

- Fosters an atmosphere where being responsive to customer needs is the first priority in accordance with National, District and Centre policies.
- Manages sound EEO policies and practices are applied in the rostering of resources by constantly ensuring the needs of the business and those of staff are monitored and kept up to date by ongoing consultation.
- Ensures that the cultural diversity of the customer base is respected in all undertakings.

4. Customer service

- Ensures project/workforce coordination information and resources are available and released as appropriate to interested parties.
- Provides an appropriate response to requests for assistance, recognising and applying quality customer service values and principles.
- Acts as a source of expert information and advice on District / Service Centre workforce coordination for managers and staff.

5. Team work

- Co-operates and works with all other members of the Districts / Service Centres in order to achieve team goals. Supports and maintains strong and effective channels of communication within Districts / Service Centres and with relevant personnel nationally.

6. Team management

- Plans, co-ordinates, develops and monitors work of the team.
- Plans, develops and monitors the performance of staff in the team ensuring that they are motivated, trained and encouraged.
- Provides leadership and direction for the team and acts as a role model.
- Leads and manages own team in relation to: Human Resources Management, Project Management and Communication Management.
- Ensures systems and behavioural alignment to the integrity, ethics and values of the organisation.
- Completes performance appraisal requirements for staff.

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. personal attributes and temperament relevant to the position.
3. general health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).

Pre-Employment Checks

- A non-core Children's Worker security check is required