

Job Description

Directorate:	People Services		
Service:	Resourcing and Workforce Planning		
Location:	County Hall, Preston (Hybrid)		
Salary range:	£53,888 - £58,282	Grade:	12
Reports to:	Head of Resourcing and Workforce Planning	Staff responsible for:	TBC

Job purpose and scope

The post holder will work with Directorate Senior Leadership in the development of strategic workforce planning. You will work in collaboration with service leads and their strategic people partner to ensure that workforce plans align to service objectives.

The post holder will work with the directorate senior management teams to design, develop and embed appropriate tools, guidance and practice standards which support service areas in the development and delivery of their workforce plans.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

Leading Lancashire – Our Leadership Framework



Leading Lancashire

Our Leadership Framework

Our Vision and Values We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.”

This vision is at the centre of everything we do. Embedded in our identity are our values: *Supportive, Innovative, Respectful, and Collaborative*, our guiding principles that enable everyone to thrive.



Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

Responsibilities, Capabilities, Behaviours, and Results.

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Levels of Leadership

The Leading Lancashire framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

VISIONARY (Long-Term Direction):

Level 1 & 2 Leadership – Executive Directors and Directors
Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

SHAPING (Medium to Long-Term Strategy):

Level 3 Leadership – Heads of Service
Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation's success in the medium to long term.

OPERATIONAL (Short-Term to Immediate Effectiveness):

Level 4 Leadership – Management Roles
Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the Leading Lancashire framework.

Accountabilities/Responsibilities

- Lead the design and implementation of workforce plans that align with service strategies.
- Utilise analytics to forecast workforce needs and identify skill gaps to enhance service delivery.
- Collaborate with Senior Leaders and their Strategic People Partners to create a diverse, high performing workforce.
- Partner with the talent acquisition lead to refine and enhance attraction strategies.
- Design, develop and implement talent management strategies which support workforce development.

- Champion training and development initiatives that foster a culture of continuous improvement and high performance.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

Talent and Workforce Planning Manager

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Honours Degree level qualification or equivalent experience.
- Knowledge of workforce trends and workforce planning initiatives e.g. emerging trends, government influence, employment trends, skills development.

Experience

- Experience of workforce planning processes, or a good understanding of the key principles involved.
- Skilled in building strong working relationships to understand customer needs, deliver complex information and generate 'buy-in' from key stakeholders.
- Experience of working collaboratively across teams, confidently with senior colleagues, with a broad range of diverse and demanding stakeholders.
- Strong analytical skills, including the ability to derive insight from multiple data sources, use of data to support debate, statistical analysis and problem solve complex challenges.
- Strategic mindset with the ability to translate organisational goals into actionable People initiatives.

Essential knowledge, skills & abilities

- Highly developed knowledge of workforce planning processes and procedures, or a good understanding of the key principles involved.
- Comprehensive understanding of the activities and objectives of the Council, both current and future. *
- Ability to successfully influence key decision makers at senior levels, both internal and external.
- Effective Leadership and Management at a senior level of a diverse workforce to support excellence in service delivery.

Talent and Workforce Planning Manager

- Good understanding of the political context at regional and local level and working with Elected Members in a constructive and sensitive way.*
- Successful financial management including prioritisation within decreasing resources.
- Ability to lead, develop, manage and motivate teams in a challenging and changing environment.
- Ability to quickly build credibility with senior managers and stakeholders.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive