

Workforce Strategy Analyst

About the position

Last Modified: 23 September 2022	
Group: People and Culture	Job family: People & culture
Manager's title: Workforce Strategy Manager	Manager once Removed's title: Head of People Partnering and Workforce Strategy
Hours worked per week: As required	Primary work location: Parramatta
Flexibility options available: ☒ Flexible hours of work (varied start and finish times) ☐ Shift swapping ☐ Rostered days off ☐ Part time ☐ Job share ☒ Remote working (such as working from home)	
Number of direct reports: 0	Number of staff once removed: 0
Pay Level: ☐ Award Choose an item. ☒ Individual Contract of Employment (ICE) 1	

Purpose of the role

The Workforce Strategy Analyst role sits in the People Partnering and Workforce Strategy team, within the People and Culture Group. The team is responsible for facilitating delivery of Sydney Water's strategic workforce plan and the development of workforce planning strategies that support operational and people plans within Sydney Water.

The purpose of this role is to support the Workforce Strategy Manager in the strategic workforce planning function for Sydney Water, providing key information and recommendations to build models and options that will help ensure we have a contemporary workforce that meets growing demand now and into the future. The role will also work closely with our People and Culture Team to mature the workforce planning capabilities of our leaders.

Section 1: Accountabilities

Direct and indirect reports (where applicable)

Nil

Safety and leadership expectations

- Champion safety and wellness and understand safety accountabilities.
- Work constructively as one team to achieve team outcomes
- Contribute to a high performing team culture and commitment to the improvement of safety, customer, health and environmental outcomes
- Role model SW values and behaviours and participate in a constructive and supporting working environment
- Provide mentoring, support, technical advice and training to team members. Identify capability gaps and collaborate with your manager to improve team effectiveness
- Provide input to prioritisation and daily task allocation as required by your manager.
- Provide input to prioritise work across the team.
- Develop and ensure compliance with safety procedures on all projects
- Participants in ongoing process and system improvements to support and improve business efficiently and risk management, and staff work environment.
- Comply with all health, safety and wellness requirements set by the company

Accountabilities and deliverables

- Support the Workforce Strategy Manager to develop and facilitate a strategic workforce plan for Sydney Water that aligns our strategic plan with our workforce needs, now and in the future including understanding the business drivers, articulating labour costs, undertaking gap analyses, and identifying key risks
- Understand Sydney Water strategy, business plans, budgets, and portfolios of work that will impact the workforce needs of organisation
- Coordinate and interpret data to determine workforce strategy impacts on organisational outcomes
- Work closely with the Workforce Strategy Manager, the wider P&C functions and people leaders to deliver workforce outcomes to the operational streams of Sydney Water and inform strategic decision making (including recruitment, talent, diversity and inclusion, learning and development)
- Contribute to upskilling and mature the workforce planning capabilities of Sydney Water leaders
- Provide workforce information and analysis to support senior leadership decisions on strategic workforce planning to ensure Sydney Water builds targeted solutions to future proof our workforce, including workforce forecasts
- Maintain strong business relationships with key stakeholders, including Finance to define labour costs
- Involved in the development of a suit of regular reports on key metrics and indicators for key senior stakeholders
- Maintain workforce plans
- Support and understand business drivers for change to workforce plan and incorporate in model.

Working relationships (internal and external)

Internal

- Data and Systems Analyst
- HR Systems Manager
- Safety Analyst
- Business Partners, Resource Manager and Specialists
- COE teams within P&C

- Business Performance team
- Finance and Commercial team
- Business Connect
- Resource Managers and Workforce Planners (many across the enterprise)
- Digital Cyber Security team

External

- Industry Reference Groups (eg WSAA)
- Vendors

Key challenges

The Workforce Strategy Analyst role sits in the People Partnering and Workforce Strategy team, within the People and Culture Group. We are responsible for facilitating the delivery of strategic workforce plans and building workforce planning capability within Sydney Water for business leaders and executive groups.

Ensuring data and information quality assurance.

Ensuring the business understands the workforce planning function and its role in informing Sydney Water's people needs and strategic priorities.

Working with key stakeholders in People and Culture and across the Sydney Water organisation to provide workforce analytics solutions that demonstrate performance of key people success measures and provide insights that will inform people strategies and initiatives.

Physical and environmental conditions

- ☐ Field based
 ☐ Plant based
 ☒ Office based
 ☐ Exposed to loud environment
☐ Exposed to odorous environment
 ☐ Direct contact with customers

Section 2: Success Measures

Qualifications, licences, and certifications

- Degree or equivalent experience, in the areas of Human Resources, workforce planning, IT, analytics, or finance

Experience and skills

- HR functional background with good operational experience or knowledge of HR processes and systems related to workforce reporting, recruiting, learning, performance management and overall people data
- Sound knowledge of standard people metrics and key performance indicators
- Strong analytical and problem-solving skills
- Self-starter, self-motivated and able to work with specific, but minimal direction
- Strong technical experience in the Microsoft suite (Excel, PowerPoint), dashboarding tools (PowerBI)
- Stakeholder management skills with the ability to build productive working relationships with a diverse customer base, including senior leadership
- Ability to analyse large datasets, i.e. mining data from primary and secondary sources
- Sound verbal and written communications skills
- Flexibility and adaptability to a fast-paced, changing operational environment

Additional notes

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.

Sydney Water expects all staff to do other projects and perform additional duties as required