



**The
Workforce
Development
Trust**

Senior Consultant: Workforce

Job description

Job Title	Senior Consultant - Workforce
Department	Consultancy & Research
Reports to	Principal Consultant – Workforce
Location	Bristol/Sheffield Office, with hybrid working available
Pay Scale	£63,000 per annum
Contract	Permanent
Hours	Full-time - 37.5 hours per week

The Workforce Development Trust

The Workforce Development Trust is a not-for-profit organisation that provides services that support employers to develop skilled, sustainable, and efficient workforces in the UK and abroad. We operate via our four brands; Skills for Health, Skills for Justice, SFJ Awards, iCQ Awards and People 1st International, which deliver specialist, targeted skills interventions to support a variety of frontline public services

Job summary

As a Senior Consultant-Workforce, you will play a pivotal role in the design, leadership and delivery of workforce transformation programmes across health, justice, emergency services, and the wider public sector. You will be part of a small, senior team of consultants operating within a matrix model. Each postholder will lead on a particular area of expertise; such as workforce analytics, strategic planning, or workforce/organisational development while contributing across the full spectrum of the consultancy offer.

Assignments may span national policy-level reviews, regional workforce reform programmes, or provider-level workforce diagnostics and delivery plans. The role demands a high level of subject matter expertise, autonomy, and personal leadership, alongside a proven ability to work collaboratively with internal colleagues and senior external stakeholders.

You will be expected to interpret complex workforce challenges, co-design innovative and realistic solutions with clients, and shape delivery that is both technically sound and practically implementable. You'll work across a wide-ranging portfolio, including (but not limited to) workforce supply and demand modelling, training needs analysis, workforce redesign, skills framework development, and career pathways.

Team Structure and Specialisms

This post is one of a number of equivalent Senior Consultant-Workforce roles within the Consultancy & Research Division.

Each postholder brings a primary domain specialism, while working across projects with others.

Your core specialism may lie in one or more of the following areas:

- **Workforce Analytics:** including workforce supply and demand modelling, scenario planning, forecasting, and dashboard development
- **Workforce Planning & Strategy:** including pathway and service redesign, strategic workforce planning, integrated and multidisciplinary workforce models
- **Workforce and Organisational Development:** including career pathways, TNA, capability frameworks, talent and succession planning, and OD interventions

This matrix approach ensures that our consultancy offer is both deep and agile, with individual expertise contributing to system wide change.

Key responsibilities:

Strategic Planning and Development

- Contribute to the annual business planning process and the delivery of both function and corporate business objectives.
- Lead or co-lead high-profile commissioned projects across a portfolio of public sector clients
- Take responsibility for the end-to-end delivery of projects – from design and inception through to implementation, evaluation and benefits realisation
- Undertake research, analysis and engagement to fully understand client context, issues and opportunities
- Translate findings into impactful recommendations and solutions that are both evidence-based and deliverable
- Write clear, well-structured reports and outputs that speak to strategic and operational audiences
- Lead or support client-facing activities such as presentations, workshops, board updates and stakeholder engagement sessions
- Maintain high standards of client relationship management, operating as a trusted advisor and delivery partner
- Use advanced project management skills to develop priorities, key performance measures, activities, and annual operating plans for the delivery of allocated commissioned projects and assignments to ensure:

- The effective and efficient delivery of allocated commissions and use of financial and physical resources
- Allocated commissioned assignments are delivered within budget, time, and quality in accordance with the proposal and specification requirements.
- Ensure the consistent evaluation of all commissions to support benefits realisation, learning and to promote continual improvement and effectiveness.
- Ensure that each commission has performance objectives / targets appropriate to the brief or specification which support the overall achievement of business objectives for Consultancy & Research and the wider organisation.
- Provide regular performance management data on the portfolio of commissioned assignments to the Principal Consultant – Workforce Development.

Technical Leadership by Specialism

- Provide technical and strategic leadership in your area of specialism (e.g. analytics, planning, OD)
- Develop tools, methodologies and approaches to enhance the organisation's delivery capability in that domain
- Contribute to knowledge-sharing and capability building across the team
- Stay abreast of relevant policy, academic and sectoral developments, ensuring our offer remains current, credible and competitive

Management and Delivery

- Lead multi-disciplinary project teams, including associates, analysts, and subject matter experts
- Undertake line management responsibilities as required
- Scope and manage delivery timelines, risks, budgets and outputs to ensure successful delivery
- Apply structured project management disciplines and tools, ensuring quality and consistency
- Lead the delivery of projects which is likely to include working with a wide range of employers, employing key skills such as facilitation, report writing, delivering presentations to staff groups, dealing with barriers to understanding and situations where the work may be highly contentious.
- Persuade and motivate project teams both within The Workforce Development Trust and/or in client organisations. This will involve engaging in and influencing stakeholders to achieve key milestones and project deliverables.

- Contribute to proposal development and bid writing for new business opportunities
- Represent The Workforce Development Trust at external meetings, events and workshops
- Play an active role in internal learning and development, service design and innovation
- Collaborate with other internal teams (e.g. product development, policy, research) to align and amplify impact
- Provide thought leadership, direction and oversight within your area of specialist practice (e.g. analytics, planning, or OD)
- Take responsibility for shaping and maintaining a coherent approach, methodology, and toolkit for that area of work
- Mentor and support colleagues working on projects with a significant element of your specialism
- Contribute to cross-team collaboration by ensuring your practice area is integrated effectively into wider project delivery

Quality Assurance and Standards

- Ensure the quality, accuracy and consistency of outputs produced within your portfolio of work
- Contribute to the development and maintenance of internal QA processes, including peer review, benchmarking, and internal learning loops
- Act as a critical friend or QA reviewer on colleague-led projects where your specialist knowledge adds value
- Help embed a culture of continuous improvement, curiosity, and reflective practice across the consultancy function

Person specification

Criteria	Essential	Desirable
Education and qualifications		
Degree and / or management qualification or equivalent demonstrable senior managerial knowledge and experience	x	
Evidence of continuing professional development at or beyond master's level	x	
Recognised Project Management qualification e.g. Prince 2 training or demonstrable knowledge and understanding of project management methodology	x	
Postgraduate qualification in a relevant subject (e.g. workforce planning, data science, OD, psychology, health policy, etc.)		x
Knowledge		
Deep knowledge in at least one of the following: workforce analytics, workforce planning, or workforce/organisational development	x	
Strong understanding of workforce transformation challenges in public services	x	
Knowledge of wider workforce and system challenges across key public services	x	
Understanding of tools and techniques for stakeholder engagement and co-design	x	
Understanding of workforce planning methodologies and approaches	x	
Knowledge and understanding of the principles of Change Management and the tools and techniques to support.	x	
Knowledge and understanding of wider workforce development issues and employer needs/challenges	x	
Understanding of the principles of equality, diversity, inclusion and health equity in workforce design	x	
Knowledge and understanding of The Workforce Development Trust's products and services across: • policy / education • standards • current workforce • future workforce • social responsibility		x

Experiences		
Project management experience, managing multiple projects and effectively managing resources to achieve the projects	x	
Experience of delivering complex workforce consultancy or research assignment	x	
Experience in stakeholder engagement, facilitation and managing complex relationships	x	
Experience working independently and flexibly across multiple concurrent projects	x	
Experience in mentoring or supporting colleagues to develop specialist knowledge	x	
Implementing workforce planning/development solutions	x	
Report writing	x	
Facilitating workshops and other stakeholder engagement activities	x	
Experience of handling complex business / commercial and in confidence sensitive information both internally and externally	x	
Experience of acting as a lead expert or subject matter authority within a specialist area of practice (e.g. workforce analytics, planning, or organisational development)	x	
Experience of shaping or implementing methodologies, tools or standards within a professional practice area	x	
Experience of conducting quality assurance or peer review of technical or consultancy deliverable	x	
Experience of providing mentoring, coaching or support to colleagues working in your area of expertise		x
Experience of embedding continuous improvement or reflective practice into project or organisational deliver		x
Contributing to writing and preparing proposals / tender documentation		x
For those with an analytics specialism, additionally:		
Data cleaning, analysis and visualisation (e.g. using Power BI, Excel, SPSS, R or Tableau)	x	
Building forecasting or scenario models for workforce supply and demand	x	
Interpreting large or incomplete data sets to generate meaningful insights	x	

For those with a workforce planning/workforce development specialism, additionally:		
Designing and delivering TNA, career pathways, or workforce capability frameworks	x	
Supporting organisational change programmes or systems-level workforce reviews	x	
Designing and developing operational/strategic workforce plans	x	
Skills and abilities		
Excellent communication and presentation skills; oral and written to use influencing skills via the use of appropriate and well-structured arguments	x	
High level of professional curiosity and a commitment to continuous improvement	x	
Ability to apply structured quality assurance processes to ensure the accuracy, impact and consistency of deliverables	x	
Ability to set direction within a professional practice area and support others to adopt and embed consistent approaches	x	
Ability to reflect critically on own and others' work and identify opportunities for learning and improvement		
Ability to use negotiation and mediation to overcome objections and resolve differences	x	
Able to manage large volumes of electronic data and email communication daily	x	
Ability to manage effective budgets/resources	x	
Able to analyse complex situations and devise creative and innovative workforce planning solutions to achieve objectives	x	
Ability to work to tight deadlines with conflicting and competing demands	x	
Effective report writing skills	x	
Ability to establish effective working relationships with internal and external stakeholders'	x	
Knowledge of MS Office	x	
Other		
Able to undertake travel and to be mobile across the UK. Requirement for visual display unit work	x	

Job Description Completion

Name	Andrew Lovegrove
Job title	Principal Consultant - Workforce
Department	Consultancy & Research
Date	August 2025

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment.

Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:

- Ensure their behaviour is not discriminatory.
- Does not cause offence.
- To challenge the inappropriate behaviours of others.
- Adhere to the Equal Opportunities policy.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work.
- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work.

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety, and welfare whilst at work. If employed, you must familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

Confidentiality

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct. Employees are expected to act with integrity both inside and outside the workplace.

Data Protection

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is referred to as 'sensitive personal data'.

The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Other Employment

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade, or profession, either directly or indirectly in any capacity whatsoever.

Background Information

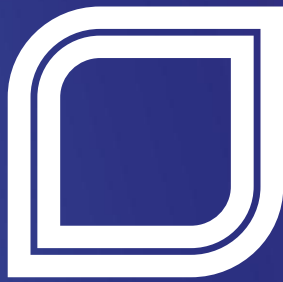
To maximise impact, agility and resilience across our consultancy portfolio, the Senior Consultant – Workforce roles will operate within a matrix delivery model.

This structure enables each postholder to bring deep expertise in a defined specialist domain while contributing flexibly across a broad range of workforce-related projects. It is designed to reflect the complex and multi-faceted nature of our work, and to promote knowledge-sharing, collaboration and mutual support across the team.

Each Senior Consultant will:

- Hold a primary area of practice leadership aligned to one of three domains:
 - Workforce Analytics – including modelling, forecasting, scenario planning and data visualisation
 - Workforce Planning & Strategy – including service/pathway redesign, demand planning, and multi-professional models
 - Workforce and Organisational Development – including training needs analysis, career pathways, OD interventions and workforce capability frameworks
- Lead on methodology, QA and innovation within their area, ensuring a consistent and credible approach across the organisation
- Mentor colleagues and contribute to upskilling others in their specialist area, supporting a culture of shared learning and continuous improvement
- Be deployed across projects based on capacity and project need, ensuring flexibility and shared responsibility
- Collaborate closely with the Principal Consultant – Workforce and peer Senior Consultants to maintain alignment, coherence and delivery standards across all projects

This model balances depth with breadth, allowing us to respond confidently to a wide range of client challenges while building a strong internal culture of domain leadership, cross-cutting insight and collective accountability.



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