



The
Workforce
Development
Trust

Workforce Analyst

Job description

Job Title	Workforce Analyst
Department	Consultancy & Research
Reports to	Senior Workforce Analyst
Location	Bristol/Sheffield Office, with hybrid working available
Pay Scale	£49,000 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 Workforce Analyst, you will manage and deliver a range of analytical solutions for a variety of stakeholders and organisations. This includes the collection, organisation and interpretation of data and statistical information about workforces to make it tactically, operationally and strategically useful. Including workforce supply and demand modelling, scenario planning, forecasting, dashboard development and evaluation.

This work frequently sits in context of wider workforce planning projects undertaken with clients. This role will work with colleagues across organisation, primarily focussed on the health and justice sectors, to identify customer needs, propose and develop effective analytical solutions and support the development of The Workforce Development Trust.

Key responsibilities:

The post holder will deliver a portfolio of commissioned assignments/projects and services that require:

- **Data collection:** Setting out requirements, cleaning, aggregating and manipulating data, to enable an accurate interpretation of data and from various sources
- **Data analysis:** Analysing quantitative, and sometimes qualitative data, identifying trends, patterns, and correlations.
- **Workforce planning:** Assist in developing short-term and long-term workforce plans aligned with organisational goals,
- **Forecasting:** Use data to predict future staffing needs based on demand growth, retirement rates, and other factors. This including supply, demand forecasting gap analysis and scenario planning.
- **Problem-solving:** Identify and address potential risks and opportunities related to the workforce.
- **Resource allocation:** optimise workforce resources by matching experience levels with workload demands and recommending adjustments
- **Performance monitoring:** Develop and monitor key workforce metrics, identify areas for improvement, and provide actionable management insights.
- **Reporting and communication:** Prepare and present reports summarising workforce analysis findings and recommendations to stakeholders, communicating complex analytical concepts clearly and correctly. This includes the use of appropriate data visualisation techniques.
- **Coach and support** clients to develop their capacity to analyse and interpret workforce data. Including automating data management activities where required.
- **Collaborate with internal colleagues** providing advice, guidance, and analytical inputs on a range of bids, proposals and case studies to support the range of business development and marketing activities.
- **Provide thought leadership**, direction and oversight within analytics. 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.
- Report on **personal targets** as agreed with line manager and undertake line management responsibilities as required.

Quality Assurance and Standards

- In line with best practice, ensure that analytical outputs are **robust and effective**, and that methods can withstand scrutiny
- Your role in GDPR compliance is crucial, focusing on the practical, day-to-day **handling and processing of personal data**
- Contribute to the development and maintenance of internal **QA processes**, including peer review, benchmarking, and verification and validation of outputs.
- 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	
Postgraduate qualification in a relevant subject (e.g. workforce planning, data science, research methods, psychology, applied statistics, etc.)		x
Knowledge and experience		
Experience working in, people analytics, workforce or strategic HR environment or strong interest accompanied by related education / qualifications or CPD.	x	
Data cleaning, analysis and visualisation (e.g. using Power BI and Excel) to synthesise and present information to assist in decision-making.	x	
Significant experience of interpreting large and/or incomplete data sets to generate meaningful insights.	x	
A good working knowledge of other programming languages such as SQL, Python and/or R.		x
Experience using other software such as Tableau, Oracle		x

Analytics (OAS), Workday, SPSS, etc...		
Building forecasting models for workforce supply and demand		x
Demonstrable understanding of workforce planning methodologies and principle		x
Experience of delivering complex workforce analysis or research assignments		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	
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 conducting quality assurance or peer review of technical or consultancy deliverable		x
Experience of providing mentoring, coaching or support to colleagues		x
Contributing to writing and preparing proposals / tender documentation		x
Skills and abilities		
Excellent communication and presentation skills; translating data into meaningful and actionable insights	x	
Ability to work with clients to develop and clearly articulate data needs	x	
Ability to apply structured quality assurance processes to ensure the accuracy, impact and consistency of analysis	x	
Ability to set direction within a professional practice area and support others to adopt and embed consistent approaches	x	
Ability to develop and design workforce tools and systems to improve planning	x	
Ability to undertake writing workforce planning methodologies.	x	
Able to work in partnership with multiple stakeholders and engage fully with a portfolio of client accounts	x	
A team player, able to contribute to the growth of the team and	x	

wider practice, sharing knowledge and supporting the development of capability across the team and individual team members.		
Other		
Able to undertake travel and to be mobile across the UK.	x	
Requirement for visual display unit work	x	

Job Description Completion

Name	Catriona Smith
Job title	Senior Workforce Analyst
Department	Consultancy & Research
Date	November 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

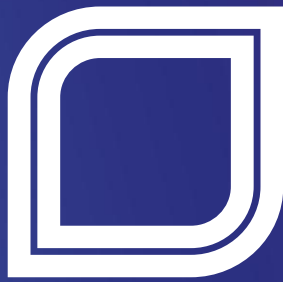
To maximise impact, agility and resilience across our consultancy portfolio, the Senior Consultant – Workforce roles will operate within a matrix delivery model.

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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