

JOB PROFILE FORM

1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Strategic Workforce Planning Lead

Team: Enterprise Capability and Talent

Division: Enterprise Performance and Culture

Group: People Performance and Culture

Reports to (Role Title): Enterprise Capability and Talent Manager

Number of Direct Reports: 0

2. WHAT DOES THIS JOB DO?

Job Purpose:

This role is responsible for leading, building and embedding YVW's enterprise-wide Strategic Workforce Planning (SWP) framework as a core enabler of delivering the 2030 Strategy, Pricing Submission (PS28) and long-term investment and service delivery plans.

As the strategic lead, the role will design, build and govern the frameworks, tools, reporting, and governance structures that connect organisational ambition with workforce reality. These artefacts form part of YVW's enterprise infrastructure, ensuring that capital programs, pricing submissions, and major projects are underpinned by clear visibility of capability, cost, and capacity.

By delivering this enterprise asset, the role creates enduring organisational value by:

- Providing a single, structured framework to align workforce requirements with enterprise investment decisions.
- Enabling executives to prioritise and fund projects with confidence in workforce delivery capacity.
- Reducing organisational risk through forward-looking forecasting, capability insights, and succession coverage.

Responsibilities:

- Lead the design, governance, and build of YVW's enterprise SWP framework.
- Embed workforce planning as a core input into the Pricing Submission, Strategy Day, and capital investment planning cycles.
- Develop and maintain standardised workforce planning tools, templates, and methodologies as enterprise assets.
- Standardise the YVW Job Architecture across job families, job titles, align to rem framework and system updates.
- Create and govern enterprise workforce reporting for Executives and the Board, showing capacity, capability, and succession risks.
- Partner with Finance, Strategy, and PMO to integrate workforce planning into processes i.e. business cases and capital investment planning.
- Establish a structured workforce planning roadmap aligned to regulatory and strategic milestones.

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- Build and maintain a critical role identification and succession framework across the enterprise.
- Design and deliver enterprise forecasting and scenario modelling capability.
- Consolidate divisional inputs into an enterprise-wide workforce plan.
- Provide executives with actionable insights on workforce risks, gaps, and funding implications.
- Drive maturity uplift from *Developing* to *Performing* on Deloitte's Workforce Planning Maturity Model.
- Champion workforce planning governance, defining roles, responsibilities, and escalation processes.
- Partner with Learning & Growth to align future skills and capability pathways into the workforce plan.
- Build readiness for future technology adoption (HRIS integration, analytics, AI-enabled forecasting).
- Mentor divisional managers in the use of SWP tools and processes, ensuring local ownership embedded into BAU.
- Support organisational resilience by ensuring succession and workforce risks are visible and managed.
- Provide executive consulting on workforce implications of strategic and regulatory commitments.

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

Skill/ Experience	Level of Skill/ Experience <small>i.e. Basic / intermediate/ Advanced</small>	Years of Experience
Strategic Workforce Planning	Advanced	5+
Governance & Framework Design	Advanced	5+
Workforce Analytics & Forecasting	Intermediate	3-5
Stakeholder Engagement (Divisional/Executive)	Advanced	5+
Organisational Transformation	Intermediate	3-5
Project Leadership	Advanced	5+

3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

	Mandatory/ Highly Desirable/ Suggested?	Method of Training <small>(e.g. certificate, ticket, observation, on-the-job etc....)</small>	Renewal Required <small>(Y/N/Unsure)</small>	Renewal Frequency <small>(e.g. Never, 1 year, 5 years etc....)</small>
Qualifications / Certificates				
HR/IT/Planning/Business/PM/Org Psych	Mandatory	Diploma or above	N	N

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3C. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

Personal Attributes <i>i.e., such as resilience, emotional intelligence</i>	<ul style="list-style-type: none"> • Strategic thinker with enterprise mindset • Strong influencer with executive presence • Analytical, data-driven, and commercially minded • Relationship-focused, collaborative, and facilitative • Pragmatic and delivery-focused; able to balance strategy with simplicity
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3D. WHAT ARE THE KEY PHYSICAL, PSYCHOLOGICAL OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

Key requirements <i>i.e. required to lift heavy boxes, repetitive work, dealing with irate customers</i> <i>Note: some field-based roles will need to complete additional requirements for the role</i>	<ul style="list-style-type: none"> • Hybrid working, with regular presence at Mitcham office and other sites as required • Facilitation of executive workshops, planning sessions, and cross-divisional forums • Ability to interpret and present complex workforce and financial data for decision-making
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4. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

Role before (Name, Team, Division)	<ul style="list-style-type: none"> • Workforce Planning Lead • Senior HR Business Partner • Strategy/Planning Senior Consultant • Business Lead
Role after (Name, Team, Division)	<ul style="list-style-type: none"> • Manager of Workforce Planning • Strategic Lead • Business Manager