

# Workforce Planning / People Analytics Lead

## Department for Child Protection

*Nurturing happy, healthy kids so they can grow up safe and reach their full potential.*

**CLASSIFICATION:**

ASO7

**DIRECTORATE:**

People and Culture

**REPORTS TO:**

Manager, Workforce Strategy and OD

**FTE:**

1.0

**ROLES REPORTING TO THIS ROLE:**

Nil (subject to change)

**ABOUT THIS ROLE:**

The Workforce Planning/People Analytics Lead is responsible for leading strategic workforce planning and people analytics so as to ensure leaders are able to utilise evidence-based workforce resourcing decision-making across DCP. The role translates organisational strategy, service demand, reform priorities, market supply and workforce data into actionable workforce plans that ensure the right capability, capacity and culture to deliver sustainable outcomes. This position plays a critical advisory role to senior leaders by providing forward-looking insights, modelling workforce scenarios, and identifying risks and opportunities related to workforce supply, demand, skills, diversity and performance. (The role is not accountable for scheduling and rostering)

**YOU WILL BE ADDING VALUE BY:**

1. Lead the development, implementation and continuous improvement of DCP's workforce planning framework whilst translating organisational strategy and reform priorities into multi-year workforce plans.
2. Conduct workforce supply and demand analysis, scenario modelling and forecasting and identify critical capability gaps, developing appropriate mitigation strategies.
3. Develop and maintain workforce dashboards, scorecards and KPIs that measure workforce health and sustainability and analyse workforce trends including turnover, retention, diversity, mobility, absenteeism, capability and engagement.
4. Provide predictive and diagnostic insights to inform leadership decisions and present complex data in clear, compelling formats for executive and senior leaders.
5. Ensure data integrity, governance and compliance with relevant public sector standards.
6. Provide high-level advice to executive and senior leaders on workforce risks and opportunities and inform resourcing decisions, investment prioritization and workforce trade-offs.
7. Support organisational design reviews and structural changes with data-driven insights and contribute to reform initiatives and SA Public sector workforce priorities.
8. Lead the optimisation of HR systems and workforce data capabilities, identifying opportunities to automate reporting and enhance analytics capability.
9. Establish consistent definitions and metrics across DCP and build workforce planning capability across P&C and leadership teams.
10. Partner with Finance, Strategy, Operational leaders and Rostering to align workforce and financial planning.
11. Facilitate workforce planning workshops and prioritisation sessions and build leaders' confidence in interpreting workforce data and making evidence-based decisions.
12. Contribute to a high-performing, collaborative P&C team culture.
13. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
14. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

**WHO YOU WILL WORK WITH:**

- Workforce Strategy and OD leaders and team
- Office for the Commissioner for Public Sector Employment
- P&C Senior leaders and staff
- P&C teams in other Government Departments
- Leaders and managers across DCP

**QUALIFICATIONS**

**Essential:** tertiary education in HR, Business, Economics, Statistics, Data Analytics or related field.

**Desirable:** certification in ISO 30409 – Workforce Planning



**YOUR CAPABILITIES:**

- Demonstrated high level experience in workforce planning, people analytics or strategic P&C roles in large, service-delivery organisations.
- Strong proven analytical capability including workforce modelling and data interpretation.
- Advanced proficiency in data tools (e.g. Excel, Power BI, HRIS reporting tools).
- Demonstrated ability to translate complex data into clear strategic insights.
- Experience advising senior leaders in complex organisations.
- High level knowledge of government legislation, policies, procedures and systems, particularly related to human resources inclusive of the public sector principles and practices as they apply to the scope of the role; or has the ability to quickly acquire this knowledge.
- Excellent verbal and written communication skills, and superior presentation skills.
- Demonstrated capacity to develop relationships with a range of stakeholders and achieve high levels of engagement.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.

**OUR COLLECTIVE RESPONSIBILITIES**

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

**SPECIAL CONDITIONS**

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Manager, Workforce Strategy and Organisational Development.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.



YOU WILL CONTRIBUTE TO



**OUR VISION** is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



**OUR PURPOSE:** The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



**Leaders in practice excellence**

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



**Closing the Gap**

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



**A child protection system that meets the needs of children and young people**

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



**A thriving workforce**

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



**Active and collaborative partnerships**

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



**Working alongside carers**

We respect and value carers as vital partners in keeping children and young people safe and well.



**Quality services and safeguarding**

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT: 12 March 2026



Government of South Australia  
Department for Child Protection