

ADMINISTRATION, DATA AND WORKFORCE PLANNING

AN ORGANISATIONAL PERSPECTIVE

Do you have effective administration and workforce planning processes for administration workers to work in?

They can only be as good as the system and process they work in

Three things to consider;

- Workforce planning process and systems
- Data and databases
- Administration workers

1: Workforce planning process and systems

- Do you have a system to identify and meet individual workers learning needs?
- Are organisational goals and objectives translated into what individual workers need to know and do?
- Do you have a system of service planning and review?
- Is service planning linked to individual development systems?
- Do you have systems for induction, supervision and appraisal?
- Are they linked?
- Is information from these processes managed and stored centrally

Databases

- Do you know what questions you are going to ask of the database?
- Are you clear about the links between people in organisation and workforce planning processes - who does what?
- Will you or do you use a proprietary or bespoke system?
- Do you know which functions the database will cover?
- Do you have existing database systems for workforce planning processes - or which could be used for workforce planning processes?
- Who will enter data?
- Who will have access?
- Are you registered for Data Protection?

Administration workers

- How will you make sure they understand the wider context and process and what data is used for
- How will you ensure consistency of input?
- How will you ensure they understand management information needs?
- How will you ensure they understand principles of workforce planning processes and the administration function?