

Workforce Planning Policy

Workforce Planning is an integral part of the strategic management process. It is an ongoing, proactive approach to human resource planning, which supports the accomplishment of In Balance Physiotherapy and Fitness (IBPF) goals and objectives, while facilitating the enhancement of job satisfaction, overall workplace stability, and staff development opportunities.

An effective planning process is a successful tool for identifying potential workforce issues (eg. staff shortages and surpluses, skill requirements) in advance. This ensures that IBPF will have the skill base to meet its objectives.

The planning process involves determining the workforce requirements needed to implement the IBPF Strategic Plan and the Business Plan, at the level of individual teams.

Workforce planning involves:

- Identifying future workforce needs and capabilities (including skills, knowledge and expertise) as derived from the Strategic Plan
- Developing priorities and cross-linkages between the Strategic Plan and the Business Plan
- An analysis of current staff numbers and capabilities
- An analysis of available and projected funding
- Identifying the gap between current and future workforce needs
- Developing Workforce Plans, outlining the strategies that will be implemented in order to progress from the current situation to the future forecast situation
- Monitoring and updating workforce plans, ideally on a yearly basis, as part of operational planning.

The Workforce Plan, which is developed out of the above Workforce Planning process should:

- Identify the skills and desired workforce profile required to achieve the strategic goals of the business
- Provide an objective basis for planning training and development
- Assist in achieving an appropriate staffing mix
- Provide the justification for ongoing decision-making with regard to such issues as the annual budget process, organisational structure, internal secondments, flexible working arrangements, succession and recruitment needs
- Be reviewed and updated at least on a biennial basis (every 2 years).