



Australian Government

**Department of Innovation
Industry, Science and Research**

DIISR WORKFORCE PLANNING STRATEGY

Background

The 2005 Management Advisory Committee (MAC) report on Managing and Sustaining the APS Workforce required that all APS agencies work to establish systematic workforce planning. The Department has recognised this, and the fact that the Department would benefit from implementing Workforce Planning. Workforce planning was therefore included as an organisational priority for 2006/07 in the DIISR Strategic Plan.

Workforce planning is the process by which the workforce is analysed and shaped to ensure it is capable of delivering organisational objectives, both now and into the future. It has two major components - the process of reporting, analysing and planning, followed by the development and implementation of strategies to close the gaps.

DIISR Workforce Planning Model

A customised model has been developed for DIISR as at **Attachment A**.

The model works on collecting a variety of workforce data and then analysing results based on trends and benchmarks.

Each Division receives a full HR metrics report annually prepared by the HR&F Branch, based on the previous financial years data. An overall Departmental HR Metrics report is prepared twice yearly, with the mid-year report incorporating outcomes from the State of the Service Report. The data contained in these HR metrics reports is analysed and HR&F Branch consult with each Division and the Executive Committee to discuss results.

Action plans have been developed in line with identified issues or gaps which are a fundamental feature of a dynamic workforce planning model. This has included amending HR&F policies, increasing use of the flexibilities within the current HR&F policies and the development of new strategies. Plans have been developed at both the Departmental level for across agency needs, and at the Divisional level (with HR&F Branch assistance) for Division specific needs.

Endorsed: Executive Committee June 2007

WORKFORCE PLANNING MODEL

