

Workforce Planning Business Partner

Organisation: The National Lottery Community Fund

Directorate: People and Culture

Department: Organisation Development & Transformation

Role/Competency level: Level 3

Reports to: Head of Organisation Development & Transformation

Role purpose

The National Lottery Community Fund is here to help communities thrive. To achieve this, we need to be a well-designed, agile and future ready organisation. The Workforce Planning Business Partner leads the development and delivery of the workforce planning approach, ensuring the organisation has the right people, skills, and capacity to deliver its future ambitions. The role focuses on forward planning rather than short-term resourcing, aligning workforce strategy with business planning, funding priorities, and organisational change.

This role acts as a bridge between strategy, insight, and action, translating organisational plans into clear workforce scenarios and talent strategies.

Key responsibilities

- **Strategic Workforce Planning:** Design and lead a workforce planning framework that aligns with organisational strategy and business planning cycles.
- **Strategic Workforce Planning:** Identify future capability, capacity, and skills needs in line with funding priorities and organisational direction.
- **Talent and Capability Strategy:** Work with HR Business Partners, OD, and Recruitment to translate workforce plans into actionable talent strategies, identifying critical roles, succession risks, and skills gaps, and recommending targeted interventions.
- **Talent and Capability Strategy:** Support the development of career pathways, internal mobility, and capability-building initiatives.
- **Data, Insight and Modelling:** Lead the use of workforce data and analytics to inform planning, forecasting, and scenario modelling, working closely with HR Operations and Data to ensure high-quality data and consistent reporting.
- **Stakeholder Engagement and Integration:** Partner with senior leaders to embed workforce planning into annual business planning and funding cycles.
- **Stakeholder Engagement and Integration:** Act as a trusted expert, supporting leaders to understand workforce risks and opportunities.

Knowledge, skills and responsibilities

- Proven experience in workforce planning, strategic HR, or organisational planning roles
- Deep expertise in strategic workforce planning framework aligned to organisational priorities
- Strong understanding of talent management, organisational capability, and future skills planning
- Ability to apply Equity based approach to workforce planning to support a diverse workforce
- Strong analytical skills to translate complex data into clear, actionable insight aligned to strategic priorities
- Strong strategic thinker and confident communicator with ability to engage and influence senior stakeholders
- Ability to build trust and confidence in a changing culture to embed workforce planning

- If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.

Role Competencies: Level 3

- **Strategic direction**
Understands and communicates how own work and work of the team, supports wider objectives and meets the diverse needs of stakeholders. Aligns own actions with directorate and organisational goals.
- **Leading our culture**
Recognises and values individual contributions and puts in place support for well-being of individuals within the team, including consideration of own needs.
- **Working together**
Designs team processes to remove silos and nurture a culture of mutual support, driving higher performance across interconnected teams. Adjusts personal work styles and practices accordingly.
- **Delivering quality results**
Clearly communicates desired results and ensures individuals are supported and feel motivated to achieve what is expected.
- **Diligence and control**
Manages teams and own duties in line with set expectations and policy and/or regulatory considerations. Ensures corrective action is taken where necessary.
- **Developing self and other**
Takes time for own personal and professional development as well as supporting development needs of team members. Ensures self and team members have a Personal Development Plan to help achieve goals.

Our Values

- **We are inclusive:** We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.
- **We are ambitious:** We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.
- **We are impact focused:** We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.
- **We are adaptable:** We welcome and embrace new ideas and ways of working.
- **We are compassionate:** We work with care consideration and humility.