



Australian Government

Workforce Australia

Actions: Using workforce data to improve your workforce planning

Systematic workforce planning aligns businesses and human resource needs to improve business outcomes.

Planning aims to ensure that the right people - with the skills and capabilities necessary for work – are available in the right numbers, in the right employment types, in the right place and the right time to deliver business outcomes.

Strategies are informed by scenario planning, future workforce demand, internal workforce supply, external workforce supply and analytics.

Where to find information:

- Workplace Gender Equity Agency: [Workplace gender equality | WGEA](#)
- Workplace Gender Equity Agency: [WGEA Data Explorer](#)

What immediate actions you can implement:

- Identify and disrupt bias across the talent lifecycle by using the [Fixing the system not the women resource](#).
- Review local data to determine workforce profile in your region (including available skills, capabilities, and appetite for returner opportunities). Visit [Labour Market Insights](#).

What longer term actions you can implement:

- Analyse internal workforce supply to identify skills and capability shortages, gaps in succession planning and the skills and capabilities that your organisation may wish to cultivate in future. Identify positions (available now and in the future) that may be viable for returners.
- HR team to convene a discussion with the Executive team, focused on future workforce requirements (including numbers, skills and capabilities).
- Workforce data can be useful for identifying an issue your organisation might need to address.
 - For instance, you could collect data on the rates of absenteeism, employee turnover, injury time lost and workers compensation claims by age and gender. It might look like this:



AGE	ABSENTEEISM		EMPLOYEE TURNOVER		INJURY TIME		WORKERS COMPENSATION CLAIMS	
	Female	Male	Female	Male	Female	Male	Female	Male
Below 25 years								
25 – 44 years								
45 – 54 years								
55 – 64 years								
65+ years								
TOTAL								

– In addition, you could collect data on the positions/jobs by gender. It might look like this:

POSITION/JOB		FEMALE	MALE
1	MANAGERS		
11	Chief Executives, General Managers and Legislators		
12	Farmers and Farm Managers		
13	Specialist Managers		
14	Hospitality, Retail and Service Managers		
2	PROFESSIONALS		
21	Arts and Media Professionals		
22	Business, Human Resource and Marketing Professionals		
23	Design, Engineering, Science and Transport Professionals		
24	Education Professionals		
25	Health Professionals		
26	ICT Professionals		
27	Legal, Social and Welfare Professionals		
3	TECHNICIANS AND TRADES WORKERS		
31	Engineering, ICT and Science Technicians		
32	Automotive and Engineering Trades Workers		
33	Construction Trades Workers		
34	Electrotechnology and Telecommunications Trades Workers		
35	Food Trades Workers		
36	Skilled Animal and Horticultural Workers		
39	Other Technicians and Trades Workers		
4	COMMUNITY AND PERSONAL SERVICE WORKERS		
41	Health and Welfare Support Workers		
42	Carers and Aides		
43	Hospitality Workers		
44	Protective Service Workers		
45	Sports and Personal Service Workers		

5	CLERICAL AND ADMINISTRATIVE WORKERS		
51	Office Managers and Program Administrators		
52	Personal Assistants and Secretaries		
53	General Clerical Workers		
54	Inquiry Clerks and Receptionists		
55	Numerical Clerks		
56	Clerical and Office Support Workers		
59	Other Clerical and Administrative Workers		
6	SALES WORKERS		
61	Sales Representatives and Agents		
62	Sales Assistants and Salespersons		
63	Sales Support Workers		
7	MACHINERY OPERATORS AND DRIVERS		
71	Machine and Stationary Plant Operators		
72	Mobile Plant Operators		
73	Road and Rail Drivers		
74	Store persons		
8	LABOURERS		
81	Cleaners and Laundry Workers		
82	Construction and Mining Labourers		
83	Factory Process Workers		
84	Farm, Forestry and Garden Workers		
85	Food Preparation Assistants		
89	Other Labourers		