

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](https://www.wgea.gov.au/about/workplace-gender-equality)
* Workplace Gender Equity Agency: [WGEA Data Explorer](https://data.wgea.gov.au/?_ga=2.113824967.1351146927.1617748666-286532585.1617748666)

# What immediate actions you can implement:

* Identify and disrupt bias across the talent lifecycle by using the [Fixing the system not the women resource](https://www.dese.gov.au/employing-and-supporting-women-your-organisation/resources/fixing-system-not-women-toolkit).
* Review local data to determine workforce profile in your region (including available skills, capabilities, and appetite for returner opportunities). Visit [Labour Market Insights](https://labourmarketinsights.gov.au/).

# 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/JOBS | 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 |  |  |