

# COP407

## MANPOWER PLANNING POLICY, PROCESSES AND PROCEDURES

## Table of Contents

<b>1. POLICY INTRODUCTION</b>	<b>3</b>
<b>2. SCOPE</b>	<b>3</b>
<b>3. ROLES AND RESPONSIBILITIES</b>	<b>3</b>
<b>4. MANPOWER PLANNING</b>	<b>3</b>
4.1. Manpower Planning : Contract Tender	4
4.2. Manpower Planning : Annual Review	4
4.1. Manpower Planning : General	4
<b>5. RELEVANT LEGISLATION</b>	<b>4</b>
<b>6. RELATED POLICIES &amp; PROCEDURES</b>	<b>5</b>
<b>7. FEEDBACK</b>	<b>5</b>
<b>8. DOCUMENT CONTROL AND OWNERSHIP</b>	<b>5</b>

## 1. POLICY INTRODUCTION

This policy sets out the workforce planning requirements to:

- Identify current and future manpower needs to achieve strategic objectives
- Ensure effective and efficient utilization of workforce
- Manage recruitment of competent manpower in timely manner to meet requirements

## 2. SCOPE

This policy applies to all Departments of National Ambulance

## 3. ROLES AND RESPONSIBILITIES

### 1. Chief Administrative Officer/Executive

The CAO/Executive are responsible for detailing the workforce requirements during tender process for new contracts or renewal/amendment to current contracts

Ensuring that Emiratization requirements are taken into consideration for relevant positions

Approving changes to the Organizational Chart and Workforce Plan

### 2. Human Resources

HR & Corporate Services Manager is responsible for initiating the annual process of reviewing manpower requirements

Providing information as required to Heads of Departments and Executives

Updating the Organizational Chart as required

Promulgating approved changes to the relevant Heads of Department, Directors and Managers as required

HR & Corporate Services Manager responsible for actioning recruitment requirements as approved by the CAO/Executives including having sufficient candidates in the pipeline to meet known future requirements

## 4. MANPOWER PLANNING

Manpower planning will be developed as part of the contract tendering process, and renewal/amendment process for operational contracts. There will also be an annual review in conjunction with the annual budget process. Additional workforce requirements, identified outside the planning process, will need to be addressed separately on an ad hoc basis. Employees' competencies for their roles will be reviewed as part of contract renewal which is a separate process.

#### 4.1. MANPOWER PLANNING : CONTRACT TENDER

When the Company tenders for a contract or is renewing/amending a contract, the Executive will give consideration to the number of health-care professionals required to support the contract based on resource requirements in accordance with the Request for Tender/other relevant documentation. The requirement for increase in support staff to maintain the contract will be part of the process, as approved by the Executive.

#### 4.2. MANPOWER PLANNING : ANNUAL REVIEW

- HR & Corporate Services Manager will initiate the annual review of Manpower by providing the Heads of Departments with the current Department Organizational Chart for review
- Heads of Departments, in conjunction with their Directors and Relevant Department Executives where appropriate, are required to review current and future requirements and submit any new requirements to HR & Corporate Services Manager using the Manpower Template . by the required date. Any other changes should be advised separately
- Once all reviews are received they are to be submitted to the CAO for consideration and approval by the Executive
- The approved changes to the manpower plan will then be provided to the Heads of Department, Directors and Relevant Department Executives as well as HR & Corporate Services Manager for action as required including updating of the Organizational Chart and any recruitment action required

#### 4.3. MANPOWER PLANNING : GENERAL

Where additional workforce requirements are identified outside the planning process the Head of Department is to submit a New Hire form to the CAO for approval. Once approved the form will be passed to HR & Corporate Services Manager for action as detailed on the form.

Where any decrease in staff numbers/position level are required the details should be submitted to HR& Corporate Services Manager for processing to CAO/Executive for approval. All Additional head count request will require an approved business case

### 5. RELEVANT LEGISLATION

International, federal or local legislation and circulars relevant to this Policy. Full detail on this legislation can be found in QHP109 Legal Register.

Code, Name of Legislation	Jurisdiction
Code, Name of Legislation, Year here	Jurisdiction here

## 6. RELATED POLICIES AND FORMS

List related policies and procedures to the created/updated policy.

Policy & Procedure /Form
COP105 Organization Chart

## 7. FEEDBACK

Any feedback or suggestions for improvement to this Policy, Processes or Procedures can be submitted to [qhse@nationalambulance.ae](mailto:qhse@nationalambulance.ae)

## 8. DOCUMENT CONTROL AND OWNERSHIP

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this Policy such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

- HR and Corporate Service Manager

This controlled document is managed / overseen by [Procurement and Tendering Committee and/or Audit and Risk Management Committee and/or HR and Compensation Committee].

### Change Brief

Version No.	Date	Change
1	Aug. 2015	New Document
2	Nov. 2019	<ul style="list-style-type: none"><li>- Due to Review,</li><li>- Changed Policy Name from Workforce planning to Manpower Planning Policy and Procedure,</li><li>- General amendment includes HR &amp; Corporate Service Manager responsibilities.</li><li>- Changed Document Owner</li></ul>

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CEO Approval

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Board Member Verification

