**University of Cambridge**

Workforce Planning Analysis

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| Institution | |  | | Date created | |  | | Date for Review | |  | |
| Author | |  | |  | |  | |  | |  | |
| ***Record of technical[[1]](#footnote-1) roles which are (a) critical to the Institution’s continuing operations; (b) harder to fill; (c) where turnover is anticipated / experienced*** | | | | | | | | | | | |
| **No.** | **Role or job family (It is expected that institutions will only have resources to consider perhaps 4 or 5 top cases)** | | **Reason for inclusion (from above)**  **(a) and/or (b) and/or (c) and/or other** | | **Timeframe** | | **Planned response** | | **Institutional Approval & Authorisation (include resource allocation)** | | **Notes** |
| E.g. | Chief widget engineer | | b, c. Specialist skill set; high external demand for skills | | Immediate. Recruitment(s) and action by 1/10/xx | | Recruit (internal) and train up generalist engineer for this specialist role in house & backfill with apprentice | | HoD 1/4/xx; £70k underwritten from overheads; grant from School / Univ requested | | Risk accepted that new recruit might leave; potential upgrade if role expands |
| 1 |  | |  | |  | |  | |  | |  |
| 2 |  | |  | |  | |  | |  | |  |
| 3 |  | |  | |  | |  | |  | |  |
| 4 |  | |  | |  | |  | |  | |  |
| 5 |  | |  | |  | |  | |  | |  |

1. This process could be applied to other job families as well [↑](#footnote-ref-1)