**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)