### Step 3: My Future Workforce Requirements - Basic

##### Future Workforce Profile – Skills, Capability and Capacity

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| Types and numbers of roles | * What are the different types of roles that will be undertaken? * What is our ideal capacity, where are our skills shortages and now where are they likely to be in future? * What future business functions will exist, and who will we need to do these functions? |
| Skill and qualification level | * What will the skill, competency and development requirements of our workforce be? * What skills will the different roles need to have? (S*ome skills will be common across the organisation, some will be common across teams or functions, and some will be specific to individual roles)* |
| Type of employment | * What types of employment do we need to have? Will they be paid or unpaid? Will they be part-time or full-time? |

##### Future Workforce Characteristics

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| Gender | What is the gender distribution we want? |
| Ethnicity | What will the ethnicity profile of our workforce be? |
| Age | What is the ideal age profile of our workforce? |
| Earnings | What do we want the earning profile of our workforce to look like? |
| Distribution | Where will our workforce be located? |
| Other employment characteristics | What will some of the other employment characteristics of our staff be?   * vacancy and recruitment activities, for example: vacancy lengths, recruitment rates, application numbers * exit information (this may be sought through employee surveys, termination information, resignation letters) * influences on staff (for example change in business direction, budgets, market pressures) |
| Workforce support | How will staff be rewarded and recognised? What kind of support and development structures will be in place? |
| Regional/national comparison | How will our workforce compare to similar businesses and organisations? How will we compare to the regional and national picture? |