### 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?
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| 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)*
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| 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?
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##### 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)
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| 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?  |