### Step 2: Current Workforce Profile – Team and Department Level

If you are undertaking workforce planning at a team or department level - Use this table to map your current workforce profile. If you are undertaking workforce planning at an organisation, regional or national level use the other template.

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| **MY CURRENT WORKFORCE PROFILE** | | | | | | | | | | | | | | | | | |
| Staff ID/name | Position | Age | Date of birth | Gender | First start date | Level | Team / unit | Location | Employment status | | | | FTE | Highest level qualification attained | Skills, knowledge and experience | Career intentions and aspirations |
| Permanent | Part Time | Fixed term | Volunteer |
| *Jo Blogs* | *Senior Administrator* | *58* | *3/1/1959* | *F* | *1990* | *3* | *Community programmes team* | *WGT* |  | *X* |  |  | *0.8* | *NZ Certificate in Business Administration* | *25 years’ experience in sports administration, background in leisure activities, computer processing* | *Aspiration to become Team Leader.*  *Opportunity to transition to programme management role* |
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**Analysis:** Does your workforce profile and analysis of workforce data identify any risk areas? (E.g. an ageing workforce, retention concerns, recruitment issues.)

For example consider:

* Analysis of workforce profile
* Analysis of mobility data (staff exits and reason for exits/progression); Turnover/attrition rates at difference levels
* Analaysis of qualitative information

### Step 2: Current Workforce Profile – Organisation, Regional, National Level

If you are undertaking workforce planning at an organisation, regional or national level - Use this table to map your current workforce profile. If you are undertaking workforce planning at a team or department level use the other template.

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| Classification by role/subject areas, or identify specific positions under job roles. | Classification level | # funded positions | # funded vacancies | # volunteer positions | # volunteer vacancies | Total FTE | Average Demographics | | | | | Employment status | | | | Typical level/type of qualification attained | Typical skills, knowledge and experience | Career pathways/progression |
| Location | Gender split | Age | start date | Career stage | Permanent | Part Time | Fixed term | Casual |
| *Team Coaches* | ***1*** | *0* | *0* | *20* | *5* | *25* | *WGT* | *50% M* | *48* | *1998* | *E* | *0* | *25* | *0* | *0* | *Diploma in sport science* | *3 years’ local team coaching* | *Regional Development Coach* |
| *Sport Administrators* | ***3*** | *0* | *0* | *5* | *0* | *5* | *WGT* | *60% F* | *19* | *2015* | *B* | *0* | *5* | *0* | *0* | *Entry level, no experience required* | *Entry level, employability skills, knowledge of X* | *Programme Assistant, Programme Manager* |
| *Regional Development Officer* | ***4*** | *0* | *0* | *0* | *1* | *1* | *WGT* | *100% M* | *33* | *2016* | *M* | *0* | *1* | *0* | *0* | *XYZ* | *5 years’ experience in regional sport development* | *National Development Lead* |
| ***Total*** | ***-*** | ***0*** | ***0*** | ***25*** | ***6*** | ***27*** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Classification Levels: 1 = critical role; 3 = required role; 5 = optional role**  **Career stage classification B= beginning, M= mid-career, E= established** | | | | | | | | | | | | | | | | | | |

**Analysis:** Does your workforce profile and analysis of workforce data identify any risk areas? (E.g. an ageing workforce, retention concerns, recruitment issues.)

For example consider:

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* Analysis of mobility data (staff exits and reason for exits/progression); Turnover/attrition rates at difference levels
* Analaysis of qualitative information