

# Resourcing request template

The Resourcing Request Template (P8) may prompt managers to think more critically about inclusive job design. It will also provide HR with useful workforce insights to support more active management of existing and expected shortages.

A guide to using the template is provided below:

## STEP 1

### JOB DIAGNOSIS

Managers can begin by engaging the broader team in a dialogue about the new role. This is an opportunity to ascertain if there are opportunities to re-shape the role for the benefit of the team, business and individuals.

Guiding questions might include:

- Can the work be distributed to other roles that do not have a full workload?
- Can we enhance other roles and recruit for a different position?
- Does the current job structure provide a development pathway for employees?
- Are any of these responsibilities already carried out by other roles? Is there an overlap? How might this be resolved?
- What attributes and skills have been important for success in these roles in the past?
- Is there an opportunity for job rotation or enrichment?
- Are there elements of this role that will lend themselves to time and place flexibility?
- How much does this role overlap and interact with others?

## STEP 2

### MANAGERS TO COMPLETE RESOURCING REQUEST

Following discussion with the team, the manager completes the resourcing request and sends to the HR team for review and action.

## STEP 3

### REVIEW AND ACTION

Before finalising the job advertisements, it is recommended that the HR team do a thorough review of criteria, language and the narrative in the job advertisement.

Consider whether managers have treated the resourcing request as 'tick and flick' exercise. If there is scope to update, re-profile or re-identifying the position, the HR team could follow up with the hiring manager.

Job design can be difficult, and it may be that managers require a deeper level of expertise to support them in the first instance.

#### Principles to remember:

When developing the job advertisement, do:

- Look for vague criteria that could lead to discrimination or bias (P10)
- Experiment with wording to remove gendered language (P11)
- Focus on articulating a clear employee value proposition (P12)

# Resourcing Request Template

## Role Required

Team / Unit / Area

[What is the role required]

[Name of the requesting Team / Unit / Area]

Owner/ contact person

[Manager requesting the proposed action]

**Proposal** [Proposal should address the following questions]

How many are required?  
(FTE estimates)

Job tasks:

1. X
2. X
3. X
4. X
5. X

[Between five and six key points. A role with more than ten responsibilities requires a re-think]

Mindset necessary for candidate to succeed:

Desirable skills and qualifications:

[Reduce the focus on formal qualifications]

Time and place flexibility:

- Yes  
 No

If yes – please specify: (Part time, job share, telecommuting, compressed work)

[Are there elements of the role that lend themselves to time and place flexibility?]

Is demand for this role increasing, stable or cyclical?

Drivers of shortage?

Evidence of level of shortage  
(Regional / National / Global)?

[Information to support ongoing and proactive analysis of future workforce needs]

Why is this preferred over the alternative options below?

# Resourcing Request Template (cont.)

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## Role Required (cont.)

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### Alternative Options considered

[E.g. Re-distribution for roles without a full workload, enhance other roles and recruit different positions, job rotation, return to work program]

### Transferrable Skills

### Proposed recruitment (check all appropriate)

- Advertise internally (including individuals on parental, long term or sick leave)
- Advertise locally
- Advertise nationally
- Partner with training providers
- Partner with diversity recruiters
  
- Supported returner program

[Does this capability or function exist in another area of the organisation? Is there a possibility to include candidates with strong, transferable skills?]

### Is a Business Case required?

[Include it if it is a specifically funded position (how), if there is ongoing funding or if this is backfilling an existing position(s)? Would funding be for a specific period or ongoing?]