**Resourcing Request Template**

**The Resourcing Request Template 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

Experiment with wording to remove gendered language

Focus on articulating a clear employee value proposition

**Resourcing Request Template**

| **Subject** | **Description** | **Answer** |
| --- | --- | --- |
| **Role Required** | What is the role required | Click or tap here to enter text. |
| **Team / Unit / Area (Name of the requesting Team / Unit / Area)** | Name of the requesting Team / Unit / Area | Click or tap here to enter text. |
| **Owner/ contact person** | Manager requesting the proposed action | Click or tap here to enter text. |
| **Proposal** | Proposal should address the following questions | Click or tap here to enter text. |
| **How many are required?  (FTE estimates)** |  | Click or tap here to enter text. |
| **Job tasks:** | Between five and six key points. A role with more than ten responsibilities requires a re-think | 1. Click or tap here to enter text 2. Click or tap here to enter text. 3. Click or tap here to enter text. 4. Click or tap here to enter text. 5. Click or tap here to enter text. |
| **Mindset necessary for candidate to succeed:** | Reduce the focus on formal qualifications | Click or tap here to enter text. |
| **Desirable skills and qualifications:** |  | Click or tap here to enter text. |
| **Time and place flexibility:** | Are there elements of the role that lend themselves to time and place flexibility? | Yes  No  If yes – please specify: (Part time, job share, telecommuting, compressed work)  Click or tap here to enter text. |
|  | Is demand for this role increasing, stable or cyclical? | Click or tap here to enter text. |
|  | Drivers of shortage? | Click or tap here to enter text. |
|  | Evidence of level of shortage (Regional / National / Global)? | Click or tap here to enter text. |
|  | Why is this preferred over the alternative options below? | Click or tap here to enter text. |
| **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 | Click or tap here to enter text. |
| **Transferrable Skills** | Does this capability or function exist in another area of the organisation? Is there a possibility to include candidates with strong, transferable skills? | Click or tap here to enter text. |
| **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 |
| **Is a Business Case required?** | Include 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? | Click or tap here to enter text. |