

Part 1 – Identifying Critical Posts / Roles

Job Role	Volume	Role or Person	Critical Criteria Primary	Critical Criteria Secondary	Risk	Risk Register
		Choose an item.	Statutory	Choose an item.	Choose an item.	Choose an item.

Simply job role and volume. For example 'Team Leaders', and confirm how many are in post (or within the organisational structure).

Job Role	Volume	Role or Person
		<div style="border: 1px solid black; padding: 2px;"> Role or person Choose an item. </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> Choose an item. Role Person </div>

It is worth considering/clarifying if it is predominately the 'person' that is critical, or if it is the post. This will be helpful when considering other aspects of Parts 1 and also Part 2.

Critical Criteria	Critical Criteria Secondary	Risk
<div style="border: 1px solid black; padding: 2px;"> Critical Choose an item. </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> Choose an item. Statutory Specialised knowledge/experience Decision Making/Influence Market Availability Geography Other </div>	Choose an item.	Choose an item.

Select the primary and substantive critical criteria. In essence, what is it that may drive your approach to replacing/augmenting/mitigating the role or person not being filled or undertaken? There is an option to choose a secondary critical criteria if required.

Risk
<div style="border: 1px solid black; padding: 2px;"> Risk Choose an item. </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> Choose an item. Urgent - Imminent High - 3 to 12 months Medium - 12 to 24 months Low - 24 to 36 months Minimal - 36 months+ </div>

Define the level of risk. These can often be based on time-scales of the critical criteria coming into play. However, the criteria does not need to be wholly dependent on time-scales – for example you may view an issue 3 years away as 'high' if you know that unless you do something now, a window of opportunity may be lost.

Risk Register	Ri
<div style="border: 1px solid black; padding: 2px;"> Risk Register Choose an item. </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> Choose an item. Yes No </div>	

Does the risk represent a strategic or directorate risk? Will service delivery be adversely affected? If so, then does it appear on the directorate or strategic risk register? If unsure – contact the Risk, Safety and Resilience Team.