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).

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.

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.

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.

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.