

## Deployment Template

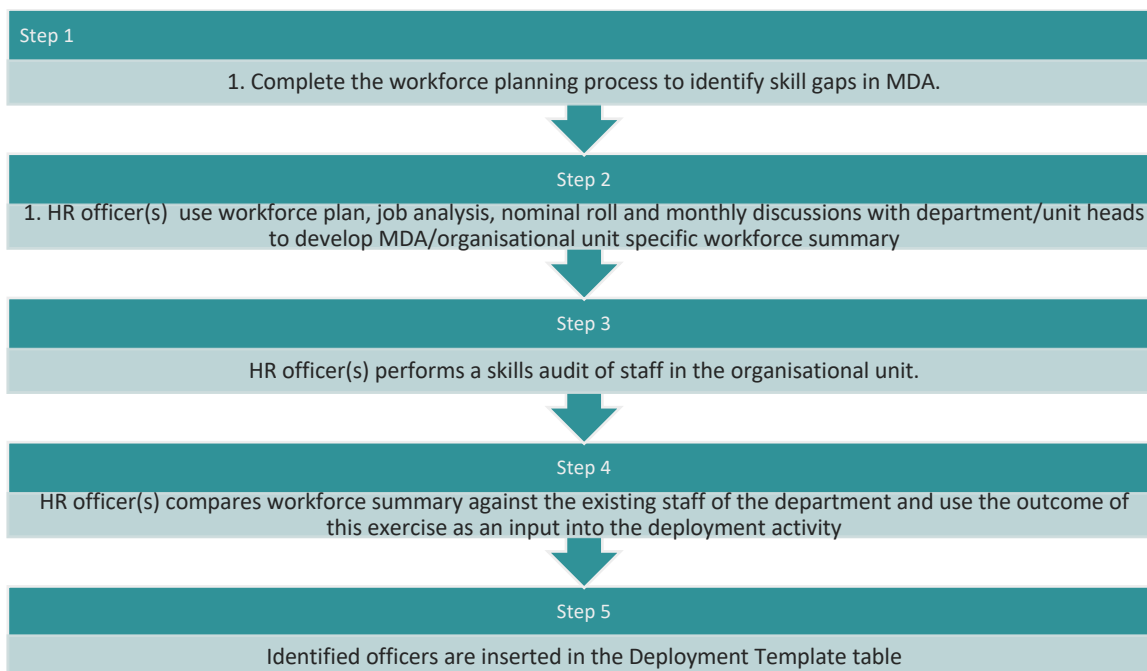
The workforce planning process ensures a Ministry, Department and Agency (MDA)/organisation achieves greater employee productivity by ensuring that the right number of people, with the right skills, in the right place, at the right time, with the right attitude, doing the right work, at the right cost, with the right work output, and with an optimal workload are put in place. Therefore, workforce planning drives/guides the following management decisions taken at MDAs/organisations level:

- Career and Development Training;
- Recruitment and Resourcing; and
- Succession Planning and Deployment.

(Refer to the 'Workforce Planning' document in this Resource Suite for further guidance.)

Deployment ensures the strategic movement of officers in the service.

### Overview of the Deployment Process



**Step 1** – Complete the workforce planning process to identify the skills gaps that need to be filled in the MDA. Structured and strategic deployment to fill specific skills identified as part of the workforce planning process is beneficial not just to the receiving MDAs, but also helps ensure deliberate and invaluable job rotation and career development. Such activities allow officers to develop their skills in a range of environments and to gain exposure and experience in a variety

of settings, including, for example, in both service-wide and individual MDAs to aid understanding of the end-to-end processes and decision making.

**Step 2** – The Human Resources (HR) officer should use the workforce plan, job analysis, nominal roll and monthly discussions with department/unit heads to clearly define what staff are NEEDED in their assigned department(s). Below is a sample department-specific workforce summary for the HR Department in an MDA:

What staff do we NEED to do the job?				
Establishment	Competencies	Skills	Experience	Total
HR Strategists: • 1 x GL16/17 • 2 x GL14-15	<ul style="list-style-type: none"> <li>Personal drive</li> <li>Results driven</li> </ul>	<ul style="list-style-type: none"> <li>Leadership</li> <li>Initiative</li> <li>Management skills</li> </ul>	<ul style="list-style-type: none"> <li>Change programme</li> <li>Worked in all HR specialisms/ sizes of MDA</li> </ul>	3
HR Managers: • 4 x GL12/13	<ul style="list-style-type: none"> <li>Creative thinking</li> <li>Continuous learning</li> </ul>	<ul style="list-style-type: none"> <li>Good communicator</li> <li>Service oriented</li> <li>Interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Worked in HR Depts in at least 3 different MDAs</li> </ul>	4
HR Personnel: • 4 x GL10	<ul style="list-style-type: none"> <li>Continuous learning</li> <li>Professional behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Computer literate</li> <li>Attention to detail</li> <li>Analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>Bachelors degree</li> </ul>	4
<b>Total</b>				<b>11</b>

**Step 3** – The HR officer accurately identifies the current work staff are carrying out department(s)/organisational unit(s) and records relevant information about these officers. For example:

What staff do we HAVE?			
Officer	Establishment	Info from HR Officer	Total
A	HR Strategist GL17	• Due to retire	1
B	HR Strategist GL17	• No change programme experience	1
C	HR Manager GL12	• Challenges with communication	1
D	HR Manager GL12	• Strong performer	1
E	HR Manager GL12	• No management experience	1
F	HR Personnel GL10	• New to role	1
G	HR Personnel GL10	• No experience in workforce planning and rec.	1
H	HR Personnel GL10	• Poor performer	1
<b>Total</b>			<b>8</b>

---

**Step 4** – The HR officer compares the staff needed (step 2) against the profile of the existing staff (step 3) to determine what actions should then be taken for this Department, i.e.:

- Who might be ready to step into a bigger role?
- Who do you need to develop? How might you do this?
- Who is not performing well? What do you do about this?
- Who do you still need to recruit? What skills/competencies/experience will they need?
- Who do you consider for redeployment?

**Step 5** – The officers considered for redeployment should then be inserted into the Deployment Template table (see below).

## Deployment Template

MDA Name:

Department Name:

Officer First Name	Officer Surname	Unit/Team	Cadre	Grade Level	Officer's Skills and Strengths	Reason for Proposed Deployment	Deployment Recommendations for New MDA, e.g. particular size/duty/post/work experience