WORKFORCE DEPLOYMENT

Service Staffing Requirement – Role Description

***Document Purpose:  The purpose of this document is to describe the resource gap in the Service***

***Before submitting this request, the Manager should have followed (& exhausted) all steps in the Triage on Page 2***

|  |  |
| --- | --- |
| Service |  |
| Section |  |
| Contact Name |  |
| Contact Telephone Number |  |
| Details of which Managers/Services were contacted in Triage process. |  |

|  |  |
| --- | --- |
| Description of role(s) required – What do you need people to do |  |
| Start Date |  |
| Duration (if know) |  |
| Number of staff required |  |
| Location (can this be done home working) |  |
| Access needed to desktop/laptop at home | Y/N |
| Access needed to mobile phone | Y/N |
| Specific Skills Needed  (HGV Driver with CPC, first aider IT Skills etc) |  |
| Other requirements (PVG check/SSSC  registered etc) |  |
| Hours of Working |  |
| Detail training or PPE that will be provided by your Service? |  |
| Any other additional information. |  |

Form to be returned to [transitionsprogramme@highland.gov.uk](mailto:transitionsprogramme@highland.gov.uk)

**Highland Council Triage Process**

**Service Request for Staffing**

Normal Line Management Action – In Service Delivery

Explore Contingency Options

(eg is there staff capacity, can non essential services be reduced etc)

Options Exhausted?

Refer back to Head of Service/ECO

Workforce Deployment Team

Complete Service Staffing Request Form

If Workforce Deployment Team are unable to fulfil request

Cross – Service Options

Contact other Service Managers and if they have any staff capacity to assist.

(eg – Roads driver to waste etc)

HR Business Partners can advise who would be suitable to contact

Options Exhausted?