

SBCD Portfolio Skills Audit

Name	
Area of Work	
Position	

INTRODUCTION

The aim of this skills audit is to identify the existing set of skills within the SBCD Portfolio and the skills and knowledge that will be needed in the future. Often, what employees may have to offer can lay hidden as the information isn't accessible to others.

By regularly assessing the knowledge that already rests within the SBCD Portfolio, we can help develop the careers of existing employees and improve their retention rates, whilst also identifying the skills required of new hires

Skills Audits can enable managers to:

- Gain a clear understanding of employees' skills and abilities
- Take advantage of previously unidentified skills
- Create a SBCD team approach with flexibility and a blended workforce
- Redeploy employees to roles where they are better placed to use their full range of skills
- Assign the right people to the right roles
- Identify any skills gaps or areas of strength and weakness and career development of employees
- Plan for more effective recruitment and development activities
- Ensure best practice is rolled out on teams

APPROACH

1. Obtain Management backing

Ensuring that we have the commitment of senior management is important to ensure the process is followed and the results are valuable and useable. Employees need to understand the reason for the audit and importance behind gathering this information. The Audit will be managed by SBCD PoMO

2. Define Scope

The skills being assessed will align to Programme/Project Delivery and be split into 2 categories: Technical and Leadership/Behavioural. fall into 3 categories; The SBCD PoMO, programmes and projects will take part in the audit.

3. Framework

To ensure consistency throughout the Audit and any future follow on activity, guidance will be taken from the Government Project Delivery Capability Framework and will be used to define measurements of success.

4. Assign responsibility

Programme / Project Leads to decide who within their teams will be responsible for the collation of skills data. This information will then be collectively sent to the SBCD PoMO.

5. Data Collection method

A questionnaire will be used to capture level of skills and experience This will involve employees self-reporting, so the answers you provide must be open and honest in order to have an accurate record of information. PoMO will provide descriptors for each of the 4 identified skill levels to ensure consistency across the portfolio.

6. Privacy and Data Protection

PoMO will be responsible for managing responses and will protect against misuse. Any resulting reports will be anonymous and will be produced in such a way that no individual can be identified. Information will only be used for reasons stated in this document.

7. Evaluating Data

Data received will provide an overview of existing skills and knowledge across SBCD Portfolio and identify any gaps. It will also highlight if there are any skills gaps that need to be filled through recruitment. Programme / Project Leads will have access to this information.

The skills Audit data will be updated annually. The PoMO will be responsible for removing the details of individuals who have left SBCD Portfolio and adding any newly identified skills of new roles.

8. Guidance for completion

Levels for Skill evaluation

Skill level	None (1)	Awareness (2)	Working (3)	Practitioner (4)	Expert (5)
Descriptor	No knowledge and no experience	Basic knowledge and limited or no experience	Working knowledge and practical experience	Detailed knowledge and significant experience	Expert knowledge and experience
Detailed Indicators		You understand how it can be applied You can describe the benefits and importance You may have applied it in a low complexity project under supervision or assisted others in delivering it	You have good understanding You have applied this independently in low complexity projects and / or under supervision in more complex projects	You Have deep understanding You have applied this independently in medium and / or high complexity projects You advise and / or supervise others in this skill / competency You can adapt your approach to meet requirements of a project	You are considered an expert You have applied this in several complex projects You champion capability development in this area

Skills / Competence	Description	Level of Expertise					Comments / Points to Note
		1	2	3	4	5	
Behavioural / Leadership							
Leadership	Engage, motivate and coach others						
Working with ambiguity	The ability to work in an environment of uncertainty and continual change						
Collaboration	establish and develop relationships with internal and external stakeholders, bringing people together						
Influencing	influence, change and impact decisions with internal and external stakeholders						
Conflict resolution	recognise, anticipate and effectively deal with existing or potential conflicts						
Resilience	adapt to changing circumstances and adverse situations						
Innovation	think of, research and apply new ideas and ways of doing things						
Culture Change	plan, lead and effect positive cultural change						
General							
Administration	Administrative support, co-ordinating meetings, organising, data validation, minute taking						
Communication	Develop an approach and plan for communications, plan, manage and monitor Internal / external information communications						
PR& Marketing	Maintenance of company's public image, promoting products / services / platforms						
Facilitating	Guide and direct meetings / planning sessions						

Presentation	Transmit verbal messages, engage with audience, interpret mindset of listeners						
HR / Training	Recruitment, performance management, sick absence management, onboarding, employee relations						
Technical / Job specific							
Commercial / Procurement	gain financial approval for project costs and work with commercial colleagues to monitor spend						
Requirements Management	Gain financial approval for project costs and work with commercial colleagues to monitor spend						
Planning	Define the fundamental components of a project in terms of its scope, deliverables, time scales, resource requirements and budget						
Scheduling	Develop, produce and maintain schedules						
Resource Management	Identify, profile and secure the resources required						
Budgeting & Cost Management	Estimate costs, produce a budget and control forecasts and actual spend						
Risk & Issue Management	Identify and monitor risks & issues, planning how to mitigate / respond						
Quality Management	Plan, develop, maintain and apply quality management processes						
Business Change & Implementation	Integrate the project outputs into 'business as usual'						
Governance	Define roles, responsibilities and accountabilities and establish controls and approval routes						
Programme / Project Management	Co-ordinated management of programmes / projects						<i>Please specify which software you are familiar with (Asana, JIRA, Notion, Trello, Microsoft Project, Smartsheet etc)</i>

Frameworks & Methodologies	Identify and amend appropriate project frameworks and methodologies							<i>Please specify which methodologies / frameworks you are familiar with (Agile, Scrum, XP, PRINCE2, P3M etc)</i>
Stakeholder Engagement	Identify, analyse and communicate with stakeholders							
Assurance	Establish, plan & manage reviews at appropriate points during all stages of project life cycle							
Change Control	Establish protocols to manage and document all requests that alter the scope of a project							
Business Case development	Prepare, develop, commission and update business cases							
Benefits Management	Identify, quantify, map and track project benefits to justify investment in the project							
Knowledge Management	identify, share and promote best practices and lessons learned							
Other (Specialist experience or qualifications)								
Are there any areas within the organisation you have a particular interest in?								
Are there any development needs or training you feel you would benefit from?								