

**Skills Gap Analysis Template**

**April 2018**

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PURPOSE OF THIS TEMPLATE

This document has been prepared by the NSW Office of Sport as a guide for New South Wales State Sporting Organisations (**SSOs**) to assist with an SSO’s governance. IT IS A TEMPLATE ONLY. This document should be read in context with the NSW Office of Sport’s Sports Governance Capability Framework and in particular paragraph 5.4.

INSTRUCTIONS

The document has been designed specifically for sport and seeks to take into account the issues which an SSO might need to consider; for example, Sport must deal with the impact of drugs; Sport is affected by child protection legislation; and Sport operates under a national system where the national body can make rulings and set policy that will flow through the Sport and affect those playing at Club level.

All levels of an SSO and all persons within a Sport should work together for the advancement of the Sport and the SSO through sharing common purposes, structures, policies and procedures. This will hopefully improve the governance and delivery of a Sport and hopefully make it easier to address issues of joint concern, to share information and to maximise the sport’s marketability.

Finally, with the increasing amount of legislation affecting sport, Sports must enact consistent and complementary policies and strategies that address areas of governance and common risk that flow through the organisation.

**DISCLAIMER: THE INFORMATION PROVIDED IN THIS TEMPLATE IS FOR YOUR INFORMATION ONLY. THE AUTHOR AND THE NSW OFFICE OF SPORT ACCEPT NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION OR YOUR RELIANCE UPON IT.**

Skills Gap Analysis

Introduction

A Skill Gap Analysis process will assist board to have a clearer understanding of:

* The relevant skills, qualifications and experience required to meet board goals (“wish list”),
* Current gaps in skills and diversity,
* Current strengths so that Director’s skills can be utilised to their full potential,
* Appropriate professional development opportunities to up-skill Directors, and
* Information required to inform future board recruitment strategies and develop a plan of action.

This template is intended to assist boards or Governance Sub-Committees to undertake this process. To have an accurate understanding of current board skills, and to accurately complete the skill gap analysis process, it is also recommended that the board undertakes a skills audit.

# Goal Setting

List the short, medium and long term goals of the board.

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| **Short Term Goals:** |  |
| **Medium Term Goals:** |  |
| **Long Term Goals:** |  |

# Skills, Qualifications and Experience

List the key skills that would contribute to successfully meeting the Boards Goals? (What does the board consider to be the Ideal skill mix?) Consider the following broad skill sets: *Finance, Marketing, Human Resources, Legal, Administration, Local knowledge of game, Others*?

What academic qualifications and/or number of year’s industry experience in each of the sought after skill sets is preferred in order to be considered for the board?

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| **Skills** | **Academic Qualification and/or Years Experience** |
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# Board Diversity

What board composition (*consider age, gender and cultural background*) is considered important to maximise board effectiveness and to successfully reflect the views of members and the broader society?

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| **Board Composition** |
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# Board Strengths and Skills Gaps

Review the skills audit (if undertaken) and desired qualifications, skills, experience and board composition to determine current board strengths and any “skill gaps”.

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| **Board Strengths** | **Skill Gaps** |
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# Action Plan

What actions can the board take to obtain appropriate qualifications, skills, experiences and a board composition that will be most successful in fulfilling the purpose of the Board?

Consider actively seeking and attracting skills, recruitment strategies, up skilling etc. Include how actions will be carried out, timeframes and who is responsible.

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| **Action** | **Timeframe** | **Responsibility** |
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