**Corporate Operations workforce requirements for 2022-24**

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|  | **2023-24** | **What will the role do / make happen?** | **FTE +/- by end 2023-24** |
| **Corporate affairs** | 1 FTE (B or C) – **comms officer/marketing executive**  1 FTE (E or F) – **digital strategy lead (possibly FTC) then replaced by Head of CA.** | Free up capacity for digital strategy implementation etc as per independent review (creation of content hub, more support on events e.g. tenants’ forum, internal comms (e.g. weekly update), tailored engagement as per stakeholder research, thought leadership, embed visual identity, purpose and D&I techniques e.g. alt text, stronger story-telling, more social channels, clear KPI framework etc.,). | 1.6 |
| **Partnerships** | n/a | Assumes sufficient capacity elsewhere for investment including Challenge Funds, and streamlining funds process. Would require increase of approx. 0.5 FTE if Funds were run again as they have been and other work remains as is. | n/a |
| **Governance** | 0.6 or 0.8 FTE (grade tbc) – **Data Protection Assistant**  Could be FTC. | Legal requirement to resource DPOs. Evidencing compliance, monitoring compliance, conducting DPIAs, data asset register, privacy notices, data with suppliers inc. agents, data across systems, retention schedules. (NB Increasing gathering of data e.g. through engagement projects with public including CYP). | 0.6 or 0.8 |
| **Policy** | **1 FTE (C or D)** (plus adapting manager role to snr manager)  **1 FTE economist / wider value** | Largely but not solely marine-focussed (blue carbon, blue economy, new NMP, strategic compensation, enhancement / restoration leasing (private finance)), carbon codes, biodiversity codes, statutory reporting, etc. Mapping and tracking alignment with key SG guidance (e.g. human rights) and ensuring there are ‘owners’ in CES | 0.6 or 0.8 |
| **CO total** |  |  | **Max. 3.2** (1.8 FTC likely end by 2025-26) |

Some PT colleagues on mat leave are currently backfilled on FT basis.

Already approved – Accelerator Manager; Governance Assistant

No specific resource on EDI – assumes no significant increase in required activity.

Investment resource - consolidate

1 FTE – value / impact – don’t know where it should sit.