

Draft EPOS Succession Plan								
Plan Last Updated on:		Plan Last Updated by:						
Purpose: The purpose of this Succession Plan is to identify critical positions at EPOS, analyse associated risks and make recommendations to mitigate those risks.								
Critical Role	Current Incumbent	Risk of Incumbent Leaving	Impact on Organisation	Pre-requisite for Succession	Potential Successor	Readiness of Potential Successor (1-5)	Succession Risk	Required Actions
Managing Director	Deborah Thomas-Austin	B	Loss of institutional memory Critical operations halted or impacted	Conduct Exit Interview Identify outstanding deliverables Prepare handover brief	Internal - CFO or Corporate Secretary or Recruit externally	3 3	Potential successors do not accept the role or cannot hit the ground running Unattractive Terms and Conditions Candidates not aligned with EPOS Vision and Mandate	Business continuity plan/strategy Training and Development Short-term acting appointment pending training/development Develop Crisis Plan
Corporate Secretary/Legal Officer	Derriann Charles	C	Lack of compliance/reporting Litigation exposure risk increases	Conduct Exit Interview Identify outstanding deliverables Prepare handover brief	External recruitment	n.a.	Timeliness of recruitment Unattractive Terms and Conditions cause candidates to decline offers EPOS unable to attract best candidates	Retention of incumbent Review compensation package relative to market and competitors
Manager, Finance and Administration	Nissa Hosten James	C	Weak financial management and accountability. Lack of compliance. Risk of financial impropriety	Conduct Exit Interview Identify outstanding deliverables Prepare handover brief	External recruitment	n.a.	Timeliness of recruitment Unattractive Terms and Conditions cause candidates to decline offers EPOS unable to attract best candidates	Retention of incumbent Review compensation package relative to market and competitors Fill vacancies to reduce overload
Head of Corporate Communications	Arthur Lewis	C	Damage to EPOS brand and reputation. Company image, visibility and recognition decline	Conduct Exit Interview Identify outstanding deliverables Prepare handover brief	External recruitment	n.a.	Timeliness of recruitment Unattractive Terms and Conditions cause candidates to decline offers EPOS unable to attract best candidates	Retention of incumbent Review compensation package relative to market and competitors Fill vacancies to reduce overload
Project Manager	Richard Tyson	C	Project and construction management compromised Project delays and cost increases	Conduct Exit Interview Identify outstanding deliverables Prepare handover brief	External recruitment	n.a.	Timeliness of recruitment Unattractive Terms and Conditions cause candidates to decline offers EPOS unable to attract best candidates	Fill vacant position of Projects Supervisor and provide training and development opportunities for upward mobility
Accountant	Vanetta Perry	C	Internal and financial controls compromised. Depays in completing audited financial statements. Inability to achieve separation of duties	Conduct Exit Interview Identify outstanding deliverables Prepare handover brief	External recruitment	n.a.	Timeliness of recruitment Unattractive Terms and Conditions cause candidates to decline offers EPOS unable to attract best candidates	Retention of incumbent Review compensation package relative to market and competitors
Procurement Officer	Vacant	C	Delays in aligning EPOS' procurement procedures with the requirements of the new legislation and guidelines from OPR. Procurement inefficiencies	Conduct Exit Interview Identify outstanding deliverables Prepare handover brief	External recruitment	n.a.	Timeliness of recruitment Unattractive Terms and Conditions cause candidates to decline offers EPOS unable to attract best candidates	Fill vacant position. Implement new procurement organisation structure to provide support Complete and approve EPOS procurement Procedures to provide clear operational framework
QS Technician	Chester Roberts	C	Delays in preparing cost estimates for tenders and to verify contractor claims. Increased risk of inaccuracies and project delays. Increased risk of weak cost controls and management	Conduct Exit Interview Identify outstanding deliverables Prepare handover brief	External recruitment	n.a.	Timeliness of recruitment Unattractive Terms and Conditions cause candidates to decline offers EPOS unable to attract best candidates	Retention of incumbent Review compensation package relative to market and competitors Fill vacant positions to provide necessary support and reduce overload
Safety Officer	Ryan Nero	C	Risk of non-compliance with OSHA regulations. Risk of safety violations and workplace injuries/incidents	Conduct Exit Interview Identify outstanding deliverables Prepare handover brief	External recruitment	n.a.	Timeliness of recruitment Unattractive Terms and Conditions cause candidates to decline offers EPOS unable to attract best candidates	Retention of incumbent Review compensation package relative to market and competitors
Risk	Readiness							
A: Change likely within 1 Year	1 = Not Ready							
B: Change likely within 3 years	5 = Very ready							
C: Change status unknown								

