

JOB PROFILE



Sample Job /
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JOB DESCRIPTION

The results of the completed job profile suggest that the competences required by the jobholder should include the ability to:

- Remain forceful when others become pessimistic and defeatist and provide satisfactory and acceptable outcomes in situations which involve the new and unexpected.
- Create a culture of strategic excellence and encourage others to think longer-term, developing strategic advantage and seeking opportunities for future development.
- Assert authority in order to meet agreed timescales and deadlines and overcome any problems which may get in the way of their achievement.
- Take decisions in a timely and appropriate manner whilst at the same time ensuring others follow similar principles.
- Be firm and persistent when expressing views and provide thoughts and ideas to overcome problems once the situation has been properly debated.
- Draw conclusions by probing into things and contemplate the consequences of any action that is likely to be taken by proving the reliability of the information available.
- Bring a sense of urgency to situations, demonstrate an active approach, be willing to get involved in order to increase the pace and achieve goals and objectives.

The Job Profile indicates that the most important requirements of this job are creativeness, drive, individuality, imagination and an authoritative approach. The incumbent should be able to work in antagonistic situations which provide challenge, venturing into the unknown and the need to achieve tangible measurable results. It should also be noted that the Job Profile is calling for a person who will assume that the job carries freedom to act and the authority to make decisions, even when they may be unpopular. The person fulfilling this role is likely to be demanding, dominating, decisive, venturesome, highly competitive, reserved, suspicious, strong willed and independent. Activity and mobility, coupled with the need to get things done immediately may also be important features within the function.

Please bear in mind that the full analysis and points to review should be taken into consideration when comparing a person's profile with a Job Profile. Equally, biographical data should also be evaluated.

INTERVIEWER'S GUIDE - JOB DESCRIPTION

Sample Job

The following statements are applicable to the Job Profile which has been established for the position of Sample Job.

If you are in agreement with the majority of these statements, then the Job Profile which has been created for this position is likely to be a reliable and relevant representation of the actual job requirements.

Dominance (High D)

- The working environment will be competitive.
- The incumbent will be required to stand up to assertive challenges from others.
- The incumbent's authority will need to be demonstrated by adopting a forceful and self-assured stance.
- Timely decision making, often under complex and demanding circumstances, will be expected of the incumbent.
- The incumbent will be called upon to cope with risk and time pressures.
- The person fulfilling this role will need to be proactive and a creative problem solver.

Compliance (Low C)

- Strong-willed and independent candidates will comply with a number of important components of this role.
- Firm, even, at times, unconventional independence, will be a requirement of this position.
- Someone, who is policy compliant, systematic and perfectionistic may not be compatible with the key requirements of this position.
- It would appear that the post is calling for people who are tenacious and firm in their opinions and decisions.
- Recommended candidates will, in most instances, be persistent and at times intractable in the positions which they may adopt.

Influence (Low I)

- Factual analysis, healthy scepticism and caution in accepting information at face value, are critical factors for success in this job.
- The ability to communicate logically and objectively are essential components of this function.
- Recognition for specialist achievements within a complex work environment is likely to be a vital motivating factor.
- Being able to work on one's own and concentrate for long periods at a time are important.

- There will be limited opportunities, or need, for relaxed and socially centred relationships in this position.

Steadiness (Low S)

- A serene, relaxed and easy-going activity level will seldom be tolerated in this role.
- Patience, leniency and stability are values that may have to be sacrificed in order to succeed in this position.
- The ability to demonstrate flexibility in approach and an anxiety to complete assignments on time are important factors for success.
- A style that is energetic and restless is likely to be compatible with the more dynamic and fast paced demands of this job.
- Above average mobility, being self-critical and flexible are some of the values that will be sought after.

Job

