



Thomas New Reports

JOB PROFILE: Sample Job

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Private & Confidential

JOB DESCRIPTION

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

- Be systematic and logical in the approach to decision making, ensuring that all the necessary facts and information are available and accurate and the decision taken and acted upon is astute and carefully considered.
- Search out errors, rectify omissions, perfect systems and procedures which will ultimately raise the quality and standards of all tasks undertaken.
- Generate monitoring systems that identify whether self, others or the organisation are achieving their objectives and also any variances there may be in terms of goals and timescales. Ensure that corrective action plans are formulated and implemented.
- Develop and comply with the systems, procedures, rules, objectives and timescales set by the organisation and take a disciplined approach when undertaking tasks.
- Be non-confrontational when handling or involved in conflict situations and in order to achieve agreed and acceptable standards and timescales adopt a passive and non-demanding working ethic.
- Retain a formal and professional manner, reflect on difficult situations and stand back from people and remain unemotional in order to resolve problems.
- Be alert to changing situations, show flexibility in approach, adaptability in difficult circumstances and continuously strive to achieve a result.

The Job Profile indicates that the person fulfilling this position will be required to have specialist/technical knowledge and to work in areas which involve research, planning and/or quality control. The job incumbent will be adaptable by nature, always searching for perfection and will have a sensitive and shrewd approach to business. The consequences of action, alertness to quality and attention to detail are likely to be important aspects of this function. The job incumbent should be analytical, self-disciplined, conventional, non-assertive, reserved, reflective, questioning and have the added ability of being able to concentrate on facts, figures and information. The need to meet unrealistic deadlines or make impulsive decisions should not be part of 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.

Compliance (High C)

- Candidates and incumbents who are strong-willed, unconventional and venturesome are unlikely to relate comfortably to the requirements of this role.
- Compliance with corporate values and culture is critical to long-term success.
- Those candidates and job holders who are systematic and precise will most often be at a distinct advantage
- A cautious and carefully considered approach to problem solving is an important role requirement.
- Technical interests, skills and experience are some of the more important characteristics required for this role.

Dominance (Low D)

- This position will be best filled by those who are non-aggressive and supportive of existing leadership.
- Incumbents who are cautious and conservative in outlook will comply positively with role requirements.
- A mild-mannered and accommodating approach to the achievement of work-related goals is necessary for success in this position.
- Taking daring and often risky decisions is not a requirement of this position.
- Modesty, caution, self-control and a non-aggressive style will be preferred traits for people in this job.

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)

- Being mobile and impatient for results will be an advantage for favoured candidates.
- This position calls for incumbents who are alert and flexible when attending to their tasks and assignments.
- Being self-critical and fault-finding will suit candidates for this position.
- Candidates who are relaxed, patient and easy going are likely to be less successful in this job.
- In general, it is important for the incumbent to be discontented with the status quo, entrenched practices and procedures.

