



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 organization 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 organization 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 apply to the Job Profile which has been established for the role of Sample Job.

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

Compliance (High C)

- A strong willed and unconventional approach is unlikely to be required in this role.
- Compliance with corporate values and culture is critical to long-term success in this role.
- A systematic and precise approach is a distinct advantage in this role.
- Problem solving using a cautious and disciplined approach is required for success in this role.
- A specialist approach and working in an area of strong expertise is important in the role.

Dominance (Low D)

- This position requires a supportive and non-aggressive approach towards others.
- Candidates who are cautious and modest are well aligned with role requirements.
- A mild-mannered and accommodating approach to the achievement of work-related goals is needed in this role.
- Daring and risky decision making is not a requirement of this role.
- Seeking direction and collaborating rather than giving strong direction is a role requirement.

Influence (Low I)

- Factual analysis, healthy scepticisms and caution in accepting information at face value, are critical factors in this role.
- The ability to communicate logically and objectively are essential components of this role.
- Recognition for specialist achievements within a complex work environment is likely to be a motivating factor in this role.
- Being able to work on one's own and concentrate for long periods at a time are important.
- This role provides limited opportunities and little requirement for high levels of social interaction outside of the job holders area of expertise.

Steadiness (Low S)

- Being mobile and impatient for results is a requirement for this role.
- This role needs an alert and flexible style when approaching tasks and projects.
- Urgency and impatience in accomplishing goals is a strong requirement.
- Candidates who are relaxed, patient and easy going are likely to find the active, impatient and restless demands of the job unpleasant.
- The role often requires challenging the status quo and changing entrenched practices and procedures.

