

Job Description

Job Title	
Line Manager Title	
Department	
Grade	
Number of Direct Reports	
Number of Indirect Reports	0
Budget Accountability	

Main Purpose of the Job

What is done, for what piece of the business, why?

Key Accountabilities (10 bullet points maximum)

Describe the key deliverables to be achieved by the post holder and the ongoing responsibilities of the role

Qualifications, Experience & Knowledge

List any academic or practical education required to perform the role. What experience does the position require the job holder to have obtained in past roles within or outside of the organisation that would demonstrate a level of proficiency.

Further Information

Application of Knowledge

Please highlight the options that best describe the role:

- ☐ Basic level of education required; including reading, writing, and basic numeracy.
- ☐ Application of knowledge within agreed rules and set procedures, may be within a specialist or technical field.
- ☐ Demonstrates technical know-how and broad understanding of the subject area often learnt on the job. Including an understanding of multiple unrelated processes and procedures/methods.
- ☐ Good knowledge of a specialist area achieved through study or through job experience. Able to demonstrate a broad knowledge across a number of areas.
- ☐ Subject expert, with a number of years post qualification experience or equivalent business experience.
- ☐ Broad extensive knowledge of the theories and practices within a functional area and understanding on wider business impacts with other areas.
- ☐ Requires a deep and broad understanding of multiple business functions within the organisation.
- ☐ Requires extensive theoretical and practical knowledge across all major functions within the organisation.

Please provide additional commentary if needed:

Problem Solving & Innovation

Please highlight the options that best describe the role:

- ☐ Problems encountered will be defined, repetitive, and routine with a solution readily available.
- ☐ Encounters fairly similar problems which require some fact finding, clarification, and basic analysis.
- ☐ Resolves issues that are differing, but related in nature.
- ☐ Resolves issues which are often varied and non-routine.
- ☐ Problems are unclearly defined and sufficient information may not be available.
- ☐ Defines and resolves complex issues where fundamental principles do not clearly apply or where data appears to conflict.
- ☐ Carries responsibility for consideration and resolution of major problems for a business function
- ☐ Resolves issues which are highly complex, nonrecurring and novel. Carries responsibility for consideration and resolution of major problems for the entire organisation.
- ☐ Resolves highly complex and novel issues with far-reaching impact and/or consequences. Carries responsibility for consideration and resolution of major problems for the entire organisation.

Please provide additional commentary if needed:

Communication and working relationships

Please highlight the options that best describe the role:

- ☐ Interaction with others is limited to own team with little requirement for internal or external contact.
- ☐ Interacts with a range of individuals both within and outside immediate team to convey basic information.
- ☐ Exchanges technical or nontechnical information with colleagues and immediate superiors and/or customers.
- ☐ Shares information with a range of stakeholders internal and external but with limited requirements for persuasion.
- ☐ Interprets and explains information to audiences who are not familiar with the subject matter often requiring persuasion.
- ☐ Required to convey complex information and persuade a range of diverse stakeholders/audiences.
- ☐ Required to manage & resolve complex issues across a range of diverse stakeholders/audiences, often external as well as internal.
- ☐ Develops and communicates strategies for a department/function.
- ☐ Develops and communicates strategies for a major business segment / multiple functions.
- ☐ Develops and communicates strategies and sets vision for the organisation.

Please provide additional commentary if needed:

Information assurance and ICT

- ☐ Requires access to Management information and files
 - ☐ Requires laptop
 - ☐ Requires mobile phone
- Information responsibility
- ☐ IA Accounting Officer
 - ☐ SIRO
 - ☐ Information Asset Owners (IAOs)

Timeframe

Please highlight the option that most describes the typical time horizon that this role is responsible:

- ☐ Focus on here and now
- ☐ Focus on current financial quarter
- ☐ Focus on performance across financial year
- ☐ Focus 1 - 2 year time frame
- ☐ Focus 2 - 5 year time frame

Please provide additional commentary if needed: