

# role profile form

**Title:**

**Department:**

**Reports to:**

## Overall Role Purpose

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Role Accountabilities: What are the main duties of this role?	% of Time

**Key Areas For Decision Making:** In which areas and to what level are decisions made before needing authorisation?

**Working With Colleagues:** Does the role entail liaising, leading, coaching or managing?

Please state how and with whom.

**Skills and Personal Attributes:** What skills or attributes are required in this role?

## Basic – Entry Level Requirements

Skills Required	Personal Attributes / Behaviours	Time Frame
Communication Skills	▪	0-3 months
Creative Skills	▪	0-3 months



Product Knowledge	▪	0-3 months
Financial Skills	▪	0-3 months
Problem Solving Skills	▪	0-3 months
Co-ordination / Organisation Skills	▪	0-3 months
System Knowledge	▪	0-3 months
Administration Skills	▪	0-3 months

### Equipment or Software Used

Type	For what purpose?	% of time
Word	Letters, memos etc...	
Excel	Spreadsheets	
PowerPoint	Presentations	
Email		

### Development Plan

Need	Recommendations	Timescale