

Job Description

Job Title:		Team:		
Function:		Business Unit:		
Leadership Level:		Business Area:		
No. of Role-holders:		Reports to:		
Purpose of Role:				
Key Accountabilities:				
KPIs				
•	People Numbers:	Direct	Total	Indirect
	Annual Financial Budget:	Employee	Op Ex	Cap Ex
		£	£	£
Essential Qualifications		Essential Experience		
•		•		
Internal Network		External Network		
•		•		
Role Approved By:		Salary Range		

Job Description/Profile Template

LL Approved By:			
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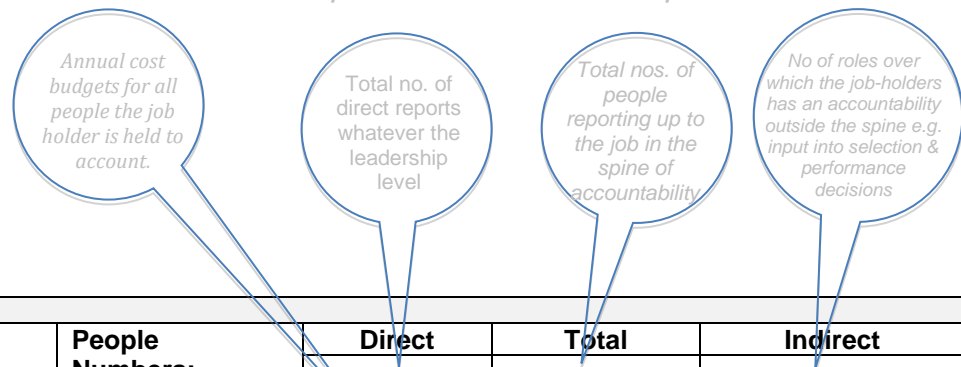
Job Title:	<i>e.g. Forecast Planner</i>	Business Area:	<i>e.g. Operations</i>
Department:	<i>e.g. SIOP</i>	Business Unit:	<i>e.g. name of Site & Country</i>
Leadership Level:	<i>e.g. LL1</i>	Reports to:	<i>Job Title to whom Job directly reports. The 'Boss'</i>
No. of Role-holders:	<i>No. of people undertaking the role reporting to same Boss</i>		

Purpose of Role:

Set out in 2-4 sentences the specific purpose of the role describing the nature of work relevant to the role and consistent with that described in the Work Level descriptor.

Key Accountabilities *including performance standards, core decision rights & their timeline impact*

Describe 4-6 accountabilities specific to the role and consistent with the decision rights describe in the relevant leadership Level definition descriptor.



Resource Accountability	People Numbers:	Direct	Total	Indirect
	Annual Financial Budget:	Employee	OpEx	Cap Ex
	£	£	£	£

Essential Qualifications

Qualifications, formal & informal that are needed to be able to make the decisions described above. They should also highlight any specific expertise needed, which is a required resource for the job relevant to the leadership Level. See Leadership Level descriptor

Essential Experience

This may describe previous roles projects, types of industry needed, which should be consistent with the Leadership Level and essential qualifications described

Internal Network

Those jobs outside the line of accountability the job holder needs to work with to achieve their accountabilities and the nature of the interaction

External Network

The people &/or jobs/institutions/stakeholders with whom the job has to make decisions, influence, lobby.

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