

Role Title:

Reports To:

Summary

Authority

Accountability

Measurable Outcomes

Responsibility

Skills

Values

Role Title:

1

Consider using an industry standard title, instead of your company's unique job title.

Reports To:

2

Name the **one** title that this role reports to.

Summary

3

Explain the role in one paragraph

This should explain why the role exists, focusing on the value it adds to customers, the business, and others.

Authority

4

List specific items that this role has decision making authority on. Put the most important at the top.
Limit to less than eight items.

Capture decisions that can be made unilaterally, assuming that they will consult and collaborate with others.

Accountability

5

List specific items that this role is accountability for the outcomes of. Put the most important at the top.
Limit to less than eight items.

Not everything important can be easily measured. Don't forget the qualitative things.

Measurable Outcomes

6

List quantifiable outcomes and the unit of measurement

Only list things you can currently measure. These would be the Key Performance Indicators or Key Results.

Only list outcomes this role can control.

Responsibility

7

List specific duties that this role is expected to regularly perform. Put the most important at the top.
Limit to less than eight items.

This describes the day-to-day or periodic duties of the role, from filing taxes on time to keeping printers stocked with paper.

Skills

8

List topics where mastery of which would improve performance.

This helps define their development plans.

Values

9

List specific values that should drive decision making and the approach to the role.

Which values, if violated would result in disciplinary action or reward?