

# Job Profile

**Private & Confidential**

**25/01/2010**

**Sales Director/  
Mr. Thomas Sample**

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## **JOB DESCRIPTION**

The results of the completed job profile suggest that the competences required by the jobholder should include the ability to:

- Mentor, counsel, coach and generally support those who are not confident in their area of competence, building morale and personal esteem and generally encouraging others to give their best performance.
- Create a positive and innovative atmosphere which encourages people to commit themselves to the task in hand and where necessary, go beyond the call of duty in order to achieve their key objectives.
- Meet people with ease and motivate them to seek opportunities and achieve high standards.
- Remain confident when dealing with negative situations, convince others to have ideas and create new options, as well as encouraging and enthusing them to come up with imaginative solutions to difficult problems.
- Create a culture of continuous improvement.
- Assert authority when necessary and always strive to achieve timescales and deadlines in order to overcome problems.
- Strive to retain independence, expression and views taking a strong-willed approach in situations where more assertive individuals may try to suppress the thoughts and ideas of others.
- Be proactive and energetic in the work situation, seeking to get things done and at the same time deal with a variety of tasks.

The Job Profile indicates that the person in this job should be friendly, assertive, independent, quick paced and have the ability to motivate others. Contactability and communication are also likely to be key notes, as the job environment may require the active influencing and persuading of a variety of people in changing situations. The generation of many contacts and involvement in selling a product or concept by gaining willing acceptance may be important within the function. The incumbent should enjoy challenging situations and have the flexibility to work in an unstructured environment where there is freedom to act and the authority to take decisions. The job will best be fulfilled by a person who is self-confident, enthusiastic, friendly, positive, self-starting, competitive, venturesome, mobile, active, alert and independent. The achievement of results through people is important to 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

### Sales Director

The following statements are applicable to the Job Profile which has been established for the position of Sales Director.

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

#### Influence (High I)

- Social activities and community responsibilities external to the organisation will sometimes be required of the successful candidate.
- Optimally, the position will be filled with someone who possesses a confident and poised approach.
- Candidates who exude natural self-confidence will be actively sought after.
- The ability to make favourable impressions on others will be an important attribute.
- Gaining the enthusiastic commitment of others is an important component of this job.

#### Dominance (High D)

- The ability to solve problems and implement appropriate remedial measures would benefit the incumbent.
- An assertive, but not an aggressive, style could be a requirement of this post.
- Being accommodating and mild mannered may not necessarily be a requirement for the successful applicant.
- The ability to set tough goals may be an important role requirement.
- Reacting quickly to change will be viewed in a positive light.

#### Compliance (Low C)

- Strong-willed and independent candidates will comply with a number of important components of this role.
- Firm, even, at times, unconventional independence, will be a requirement of this position.
- Someone, who is policy compliant, systematic and perfectionistic may not be compatible with the key requirements of this position.
- It would appear that the post is calling for people who are tenacious and firm in their opinions and decisions.
- Recommended candidates will, in most instances, be persistent and at times intractable in the positions which they may adopt.

#### Steadiness (Low S)

- Being self-critical and fault-finding will play an important part in the delivery of superior performance.

- This position calls for candidates who are anxious to maintain a high work rate and who will be discontented merely maintaining the status quo.
- Candidates who are always looking for new and better ways of doing things will be welcomed in this role.
- Mobility and alertness will be required of incumbents who intend to perform satisfactorily in this position.
- People with a clearly goal-directed restlessness will qualify for short-listing in this position.

D I<sup>Job</sup> S C

