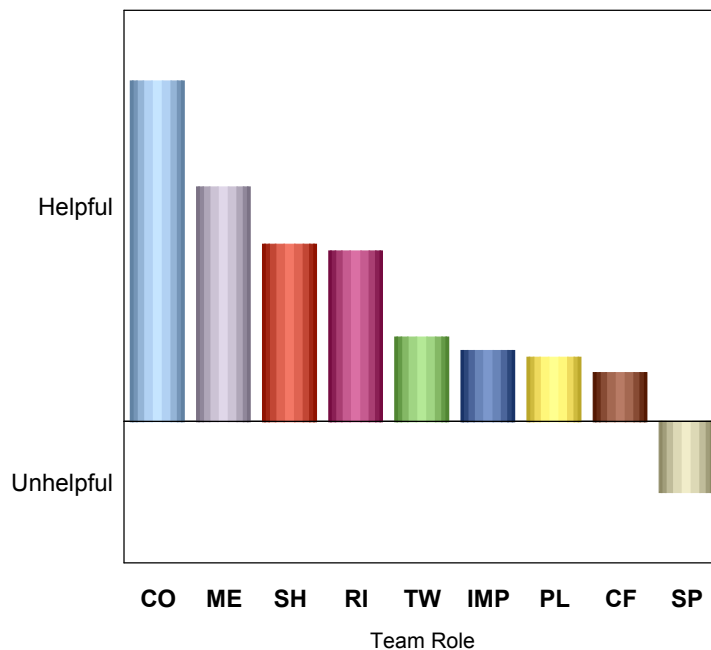


Head of Training Job Specification

This report should be given to the person responsible for recruitment or development of the job in question. It highlights the specific requirements of the job in terms of Team Role contributions.

This report is based on A Person's Job Requirements Inventory and 4 Job Observations.



The job as it is specified requires someone who has the capacity for drawing the best out of others, encouraging them to contribute and to identify personally with group objectives. Such a person should be able to conduct meetings in a mature fashion and in a way that allows participants to feel satisfied when proceedings have been concluded.

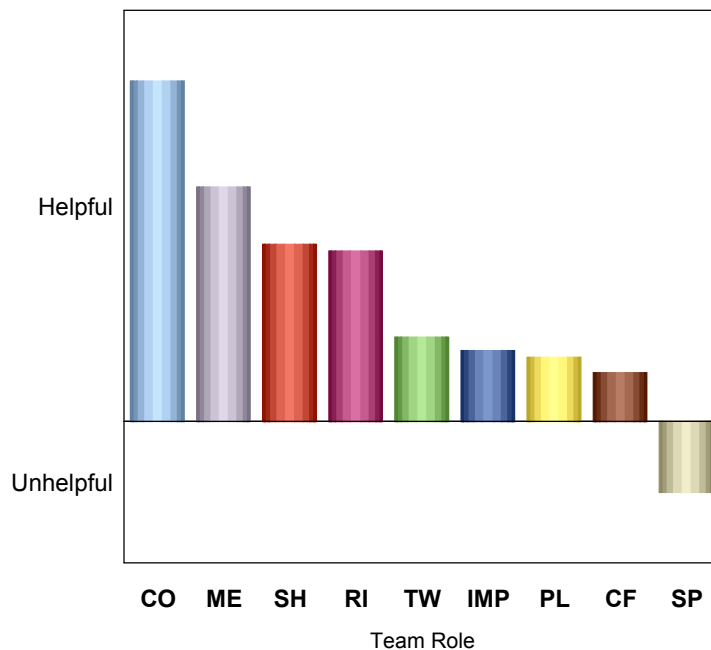
The work entails a fair degree of planning and thinking combined with level-headed judgement.

On this specification general managerial ability is more important than the possession of any particular knowledge or experience.

Head of Training Job Expectations

This report should be given to the applicant or jobholder. It highlights the behaviours required to perform well in the job.

This report is based on A Person's Job Requirements Inventory and 4 Job Observations.



This job demands someone who has an equal interest in co-ordinating people and problem solving. A balance between the skills needed in these two fields is difficult to achieve. Yet success will depend mainly on getting this balance right. In this job, not only will you have to think things through, but you will also need to communicate effectively the reasons underlying your views.

The person most likely to succeed in this job is one who can motivate and control others without resorting to power trips. An interest in and appreciation of other people's work will play a key part if a real success is to be made of this job.

Head of Training

List of Observer Words for Jobs

This report shows the behavioural qualities which Observers consider will have an impact upon the job. Behaviours shown in bold have been identified as one of the top three qualities important for the job. The number of asterisks indicates the number of Observers who identified the word in this way. Behaviours considered to be unhelpful to the job are shown in italics.

This report is based on 4 Observer Assessments.

broad in outlook	***3	<i>indecisive</i>	0
conscious of priorities	*3	<i>inconsistent</i>	0
practical	**2	<i>absent-minded</i>	0
persuasive	**2	consultative	0
challenging	*2	confident and relaxed	0
encouraging of others	*2	competitive	0
seizes opportunities	2	willing to adapt	0
<i>territorial</i>	2	tough	0
<i>restricted in outlook</i>	2	studious	0
<i>resistant to change</i>	2	shrewd	0
impartial	*1	self-reliant	0
realistic	*1	caring	0
creative	1	reliable	0
perceptive	1	persevering	0
efficient	1	perfectionist	0
<i>over-delegating</i>	1	outspoken	0
<i>unadventurous</i>	1	outgoing	0
<i>impulsive</i>	0	original	0
<i>impatient</i>	0	motivated by learning	0
<i>fussy</i>	0	meticulous	0
<i>frightened of failure</i>	0	methodical	0
<i>fearful of conflict</i>	0	logical	0
<i>engrossed in own area</i>	0	keen to impart expertise	0
<i>eccentric</i>	0	inventive	0
<i>uninvolved with specifics</i>	0	inquisitive	0
<i>unenthusiastic</i>	0	imaginative	0
<i>sceptical</i>	0	helpful	0
<i>reluctant to allocate work</i>	0	analytical	0
<i>confrontational</i>	0	hard-driving	0
<i>pushy</i>	0	free-thinking	0
<i>procrastinating</i>	0	enterprising	0
<i>over-talkative</i>	0	disciplined	0
<i>over-sensitive</i>	0	diplomatic	0
<i>oblivious</i>	0	dedicated to subject	0
<i>manipulative</i>	0	corrects errors	0
<i>inflexible</i>	0	accurate	0