

# Accountability Profile

<b>POSITION NUMBER:</b>		<b>DATE COMPLETED:</b>	
<b>POSITION TITLE:</b>		<b>POSITION ABBREVIATION</b>	
<b>SURNAME/INITIALS:</b>		<b>JOB LOCATION:</b>	
<b>POSITION RANK:</b>		<b>LEVEL 1/ENV COMD</b>	
<b>INCUMBENT RANK:</b>		<b>IMMEDIATE SUPERVISOR'S TITLE:</b>	

## Primary Focus

Describe the primary purpose of this position. This statement should explain what role this position plays in the organization in one or two sentences. The summary should be able to answer the question: "What would not get done if this job did not exist?"

It is helpful to limit the summary by using the following image. If you were at a party and asked someone, "so what do you do?", what would the answer be?

## Reporting Relationships

Reports to the **XXX**

Other roles reporting directly to the same superior are:	Roles reporting directly to this position are:
<ul style="list-style-type: none"> <li>◆ Title</li> <li>◆ Title</li> <li>◆ Title</li> </ul>	<ul style="list-style-type: none"> <li>◆ Title</li> <li>◆ Title</li> <li>◆ Title</li> </ul>

**N.B.** Please attach an organization chart for your area if it is available. This chart should indicate (at a minimum) "one above" and "one below" the position being described.

## Dimensions

In many jobs, quantitative measures or business statistics provide relevant information from which to assess the impact of a job (e.g. revenues, budgets, employees, etc.). This data should be both organization and job-specific and provide the audience with "how big / how small" answers. Current data for this information should be in organization Business Plans. Information for Level 1 positions is available on the VCDS site at [http://vcds.mil.ca/DPOnline/FinSummary\\_e.asp?SelectedDPMenu=5](http://vcds.mil.ca/DPOnline/FinSummary_e.asp?SelectedDPMenu=5). The Chart format at this site may also be useful in expressing the dimensions of the job.

Staff	XXX Full Time Equivalents (Number of Civilians, Reg and Res F)
Annual Payroll	\$XX (SWE and payroll for Reg and Res F staffs)
Annual Budget (excluding payroll)	\$ XX (O&M, Corporate Accounts, National Procurement, Capital, Cost of services provided, etc)

## Specific Accountabilities

Within the ‘big picture’, there are usually a number of ‘scenes’ that provide a more specific portrayal of the job. Rather than focus on duties and activities, these should provide information regarding key end results. In breaking the job down into component parts, the focus should be on such areas as, functional accountability (e.g.: in human resources - training and development; in decision making – statutory interpretation and application), or, organization accountability (e.g.: strategy development, process implementation, etc.).

The list of specific “key result areas” is to be listed in a logical sequence - e.g. plan, develop, deliver, review. If there is no particular sequence that aids the understanding of the job, then list in the order of their importance, so as to provide a relative degree of emphasis for each. It is customary to state accountabilities by beginning with an action word then stating the key result. The number of these key accountabilities should range between six or eight. In any case, they should not exceed ten. In estimating time, please focus on the approximate amount of time spent engaged in delivering each specific accountability.

	<b>SPECIFIC ACCOUNTABILITY (STATED AS AN ACTION &amp; BEGINNING WITH A VERB)</b>	<b>SAMPLE ACTIVITIES (EXAMPLE OF HOW ACCOUNTABILITY IS ACHIEVED)</b>	<b>APPROXIMATE % OF TIME</b>
1.			
2.			
3.			
4.			
5.			
6,			
7.			
8.			
9.			
10.			

## CHALLENGES, ISSUES AND INITIATIVES

This section is designed to provide the opportunity to indicate any high level issues and challenges that the position faces in the achievement of the results that are expected of the position. It should state the challenge, the expected response/action and the assistance available in dealing with the challenge.

### Working Conditions

#### **i. PHYSICAL EFFORT**

Explain and give examples of the most intense physical effort required in the subject position's work. Please try to qualify the number of times or percentage of time that physical effort is required in the performance of duties.

#### **ii. PHYSICAL ENVIRONMENT**

Explain and give examples of the most adverse conditions that affect the work (noise, lighting, dust). Where duties are performed in more than one physical location, please describe the percentage of time spent in each location.

#### **iii. SENSORY ATTENTION**

Explain and give examples of the highest degree of sensory attention (seeing, hearing, smelling, tasting, touching) required to perform duties, for how long, and for what purpose.

#### **iv. MENTAL STRESS**

If the "normal" work process, or environment causes tension and /or anxiety resulting in psychological stress explain how and give examples (pace of work, work repetition, lack of control).

### Core Capabilities

#### **i) KNOW-HOW AND EXPERIENCE**

What knowledge, skills and abilities are central to being successful in this role. Examples should include educational, experience and skills requirements.

#### **ii) LEADERSHIP AND MANAGEMENT**

What is your role in leading your group/unit or in supporting the leadership of the organization?

#### **iii) OTHER IMPACTS**

What other areas of DND does this job exist to have an impact upon. Describe this impact.

**iv) WORKING RELATIONSHIPS**

With whom do you interact? Beyond direct reports, describe the significant working relationships you have, their frequency, and explain their purpose.

Contact	Frequency	Purpose