

Job Profile

Private & Confidential

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**Sales Director BDO/
, Thomas International**

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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:

- Remain forceful when others become pessimistic and defeatist and provide satisfactory and acceptable outcomes in situations which involve the new and unexpected.
- Create a culture of strategic excellence and encourage others to think longer-term, developing strategic advantage and seeking opportunities for future development.
- Assert authority in order to meet agreed timescales and deadlines and overcome any problems which may get in the way of their achievement.
- Take decisions in a timely and appropriate manner whilst at the same time ensuring others follow similar principles.
- 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.
- Generally motivate people to give their best results, praising them when things go well and appraising them of improvements which can and should be made.
- Use researched factual information when solving problems and apply logic when handling conflict.
- Provide the best solutions in terms of quality and cost.
- Bring a sense of urgency to situations, demonstrate an active approach, be willing to get involved in order to increase the pace and achieve goals and objectives.

The Job Profile implies that the role requires a person who has drive, assertion and the ability to communicate with others in a logical manner. The incumbent should be prepared to meet opposition and resistance to ideas, and pressurise others when deadlines have to be met. The environment is likely to be one which is full of variety and change, but the person fulfilling the role should be prepared to work within the broad parameters of the organisation. A friendly approach and the ability to influence and persuade others are important to the function. The person should be a self-starter, competitive, imaginative, enthusiastic, self-confident, inspiring, logical, systematic and precise.

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 BDO

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

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.

Dominance (High D)

- The working environment will be competitive.
- The incumbent will be required to stand up to assertive challenges from others.
- The incumbent's authority will need to be demonstrated by adopting a forceful and self-assured stance.
- Timely decision making, often under complex and demanding circumstances, will be expected of the incumbent.
- The incumbent will be called upon to cope with risk and time pressures.
- The person fulfilling this role will need to be proactive and a creative problem solver.

Influence (High I)

- The effective use of self confidence and persuasion are important characteristics demanded by this position.
- Good verbal communication is one of the prime requirements for satisfactory performance in this role.
- Success in achieving goals and objectives will depend on this person's motivational, and where appropriate, leadership skills.
- The ability to form friendly and trusting relationships will play an important role.
- The incumbent's leadership style will be an important factor.

Compliance (High C)

- Candidates who are usually unconventional and tactless are unlikely to make a positive contribution in this role.
- Compliance with corporate values and culture could be critical to long-term success.
- Those candidates and job holders who are systematic and precise will most often be at an advantage.
- A cautious and carefully considered approach to problem solving is usually an important consideration for selection.
- Technical interests, specialist skills and experience could be some of the more important characteristics required for this role.

Steadiness (Low S)

- A serene, relaxed and easy-going activity level will seldom be tolerated in this role.
- Patience, leniency and stability are values that may have to be sacrificed in order to succeed in this position.
- The ability to demonstrate flexibility in approach and an anxiety to complete assignments on time are important factors for success.
- A style that is energetic and restless is likely to be compatible with the more dynamic and fast paced demands of this job.
- Above average mobility, being self-critical and flexible are some of the values that will be sought after.

D I^{Job} S C

