

[JOB TITLE]

Job Description



**J O B D E S C R I P T I O N**

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| --- | --- | --- | --- | --- |
| Role Title: |  | Reports To: | |  |
| Department: |  | Number of Direct Reports: | |  |
|  |  |  | |  |
| About the Role | | | | |
|  | | | | |
| Key Accountabilities: | | | | |
|  | | | | |
| Key Performance Indicators (KPIs) | | | | |
| Business/Financial: | | |  | |
| Client/Stakeholder: | | |  | |
| People/Team: | | |  | |
| Operational Excellence: | | |  | |
| Budget Responsibility: | | | | |
|  | | | | |
| Qualifications/Experience | | | | |
| Essential: | | | Desirable: | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Additional Information: | | | | | | |
|  | | | | | | |
| Technical/ Professional % |  | Project Management % | |  | People Management % |  |
|  | | | | | | |
| Our Values at Table Place Chairs | | | | | | |
| Maturity | | | Respond to a given environment in the most appropriate way, including interacting with various stakeholders, having good self- awareness & clarity in your approach. | | | |
| Transparency | | | Trustworthy, respectful, kind, approachable & honest, with strong communication skills, able to collaborate effectively with all stakeholders. | | | |
| Accountability | | | Take responsibility for your actions, able to use own initiative to resolve issues, a great team player, focused on achieving organisational mission & goals. | | | |
| Togetherness | | | Personable, empathetic, good at building strong relationships. Working in unity with your team, supportive & encouraging. | | | |



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