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| **crestGh** | **Faculty/Division/Office/Unit/Entity/Institute** | Position CodeHR to complete |  **Job Grade****RemChannel Code** |
| DATE PROFILE WAS LAST REVIEWED |  |

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|  |  |  | NAME |
| **JOB TITLE** |  | INCUMBENT |  |
| **DEPARTMENT/SECTION** |  | **SUPERVISOR/MANAGER** |  |
| **JOB TYPE (ACADEMIC/SUPPORT)** |  | **HEAD** |  |
| **PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)** |  | **FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)** | time |
| **COUNCIL FUNDED POST OR OUTSIDE FUNDED** |  | **DATE APPROVED** |  |

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| ***MAIN JOB OBJECTIVE/S*** |
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| ***DESCRIPTION OF KEY RESPONSIBILITY AREAS***  | ***STANDARD EXPECTED*** |
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| ***DIRECT CONTACTS OF THE JOBHOLDER (INTERNAL AND EXTERNAL)*** |

**INTERNAL CONTACT:**

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| **TYPE OF CONTACT** | **DAILY/MONTHLY****ANNUAL** | **PURPOSE OF CONTACT** |
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**EXTERNAL CONTACT:**

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| **TYPE OF CONTACT** | **DAILY/MONTHLY****ANNUAL** | **PURPOSE OF CONTACT** |
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| ***JOB REQUIREMENTS*** |
| ***EDUCATION AND EXPERIENCE*** |
| ***COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES******KNOWLEDGE AND SKILLS*****TECHNICAL COMPETENCIES****ADMINISTRATIVE COMPETENCIES*** Excellent organisational skills including the ability to plan, prioritise and met deadlines
* Sound computer literacy: able to work well with a word processor, spreadsheets, a presentation package, the internet/web browsing, e-mail, Adobe Acrobat, a graphics application and file formats. File management skills are also required.
* The ability to communicate both verbally and in writing in English. The ability to communicate in another official language will be an advantage.
* Sound administrative skills
* Good level of time management skills

**INTERPERSONAL/PEOPLE COMPETENCIES*** Excellent interpersonal skills with an ability to relate to staff at different occupational levels as well as from different cultures and backgrounds
* Champions diversity: culturally aware and sensitive, fosters an attitude of appreciating diversity in others
* High level of self-awareness, is committed to own development
* Able to gain the trust of others, able to keep confidences
* Networking skills, able to persuade and convince others

**SUPERVISION COMPETENCIES*** Ability to schedule and allocate work amongst staff
* Ability to motivate the staff of the unit and develop a positive and productive work climate
* Ability to develop the staff
* Ability to monitor the quality of work and take steps if the quality is problematic (the person is not expected to have disciplined staff beyond first level performance counselling. Thereafter, the matter would have been referred to the manager)
* Ability to motivate for change amongst staff and get their commitment to changes proposed

**ATTRIBUTES*** Personal integrity with a keen sense of fairness, able to balance the competing demands within a HE institution with student and other client/customer expectations
* Commitment to transparent management, being open about decisions taken and mistakes made
* Strong service orientation with a results focus, a strong sense of accountability
* High level of professionalism and conduct that will enhance the reputation of the Library
* Personal flexibility: willing to consider alternative perspectives and ideas
* Good problem-solving orientation, committed to continuous improvement
* Collaborative orientation: likes to consult others and get their input on matters
 |
| ***MANAGEMENT/SUPERVISORY DUTIES*** |
| ***NUMBER OF SUBORDINATES*** |
| ***TYPICAL DEVELOPMENT PATH***What is the typical development path for a person entering this position?  |
| ***FUNCTIONAL RESPONSIBILITIES (only if applicable)*** |
| ***PROJECT MANAGEMENT RESPONSIBILITY*** |
| ***PROCESS MANAGEMENT RESPONSIBILITY***The jobholder has the primary responsibility for the following processes: |
| ***COST/FINANCIAL CONTROL***(i) Is the jobholder responsible for any aspect of cost control or for materials, stock or equipment? If yes, what is the monetary value and to what extent is the person accountable or responsible? (ii) Does the jobholder have a direct responsibility for controlling operational costs or expenses? If so, what is the annual budget (ignoring direct and indirect remuneration costs)?  |
| ***LEVEL OF RESPONSIBILITY***Who must authorize, review or clear decisions taken with regard to the jobholder’s functions? What percentage of tasks can be carried out without supervisory input and/ or control? What critical decisions is the jobholder normally authorized and empowered to make? |
| ***PLANNING*** 1. What is the longest (macro) period that the jobholder has to plan ahead?
2. Typically how long are the micro phases/time periods that the macro planning is divided into?
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| ***ADDITIONAL INFORMATION***Who prepared the job profile?Please list all those who have been consulted in the drafting of this profile.Signature of the line manager Signature of the employee Date DateSignature of the HoD / Director (where she/he is not the line manager)Date |