

Purpose and construct of the Job Accountability Tool

- Provides users with a comprehensive list of possible accountabilities/responsibilities based on Function/business area and level/grade of employee (from Chief Executive, Vice President, Director, Manager, Senior Employee and Junior Employee).
- Provides a top-down overview of a broad range of accountability areas which can easily be used for a range of distinct Org Design activities; e.g. development and testing of unit profiles, job descriptions, activity breakdown, etc.
- It covers 13 distinct process areas which have been matched with a functional business area.
- The initial version of the tool is industry agnostic and applies the generic APQC process framework reflecting areas of responsibility and accountabilities as per the process breakdown.
- *For these purposes, a Junior Employee is taken to be a university graduate and/or in the first 1-2 of a role, with a senior employee in years 3-5.* These grade levels are only indicative but should widely reflect jobs across different sectors. In most cases junior roles will involve assisting more senior employees with their roles rather than being specifically accountable for a particular process.

Using the tool

1. First, identify and select the functional area of interest; Business Strategy, Product Development, Market and Products, Supply Chain, Deliver Services, Customer Service, Human Capital, IT, Finance, Manage Assets, Risk, External Relationships or Business Capabilities
2. Select Role level; 'Chief' to 'Junior Employee'.
3. The Process Level and subsequent accountabilities will then automatically update to reflect the users input.
4. Steps 1 and 2 must be done in this order for the tool to update.

Manually update drop down lists

Step 1: update functional area from drop	Function	IT
Step 2: update Role from drop down	Role	Chief Information Officer - Director

Process level updates automatically

Level	L2
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Associated accountabilities updates automa

Accountabilities
