# IDEAL JOB DESCRIPTION

**The idea in this exercise is to identify the key characteristics or attributes that you want to see in a future role for you.**

* **The first step is to identify, having worked through the narrative of your career history, a set of transferable skills/attributes or competencies that you think best describe you; e.g. project management, Commissioning, strategic skills**
* **There is a worked real life example of an ideal job description to help you get started, and a blank template for you then to complete: this should allow you to rate jobs on a scoring basis once you have identified these key characteristics.**

**2.1 Transferable skills**

|  |  |
| --- | --- |
|  | Skills area, and examples (if possible) |
| Skill 1 |  |
| Skill 2 |  |
| Skill 3 |  |
| Skill 4 |  |
| Skill 5 |  |
| Skill 6 |  |
| Skill 7 |  |

**2.2 Ideal Job description**

# Worked example

|  |
| --- |
| **ATTRIBUTES** |
| **1.CREATIVITY**  The ability to create something new; marketing, events, new leads, personal development for people |
| **2.HELPING PEOPLE**   * I can actually see some kind of end result in terms of people gaining something |
| **3. AUTONOMY**   * Not too much overseeing; I can make a lot of the rules, and don’t have to answer to other people to justify them, as long as I get results |
| **4.WORK IN A TEAM**   * The idea of working as part of a collective effort is strong; one of the problems with consultancy is that “solo” aspect of delivering |
| **5.PART OF MY “CAREER STRATEGY**”   * Pretty key one, in that even if I don’t do consultancy right now, I do want to do something that takes me in the direction of freelance in the next 2/3 years * Anything that involves employer work, real consultancy that I could be reviewing back and saying” yes that took me here” |
| **6.EXCITEMENT/INSTINCT FACTOR**   * As best as it can, it’s got to grab me a bit, and be something that when I think about, I think yes I could handle that day in day out |
| **7. LOW IN PAPERWORK/BUREAUCRACY**   * As much as possible, something that doesn’t tie me down in lots of paperwork, and isn’t “examining” what others do |
| **8. TIME OFF FOR OTHER THINGS**   * Not all work, not incredibly long hours, or if there are, they are over set days, with the opportunity during the week to “catch up” |
| **9. PART OF A HEALTHY ORGANISATION**   * Or at least one that isn’t crippled with poor management, and cost savings all the time |
| **10.FINANCIAL SECURITY**   * At least a reasonable return for working full time; £xxk plus |

# Your ideal job description

|  |  |  |
| --- | --- | --- |
| **ATTRIBUTES** | **Job 1**  **Score** | **Job 2**  **Score** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |