

Professional Accountabilities for Employees

All employees are required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Commented [SC(1)]: Ideally the job description should list **no more than 12** accountabilities, based on outcomes, not a list of tasks. To do this identify the most significant accountabilities of the job, which have a clear end result or output, for the achievement of which the role will be held accountable.

e.g. Instead of 'To undertake x financial transaction using x system to process payments' use 'Provide operational support to Finance Officers, utilising and interrogating business IT applications to ensure x'

or

Instead of 'To undertake supervision, recruitment and manage sickness absence of a team of staff' use 'To lead the effective management and supervision of the x team.'

Or

Instead of 'Liaise with multi partnership agencies such as x, x, x' use 'Establish, develop and maintain partnerships with x to deliver x'