

ROLE DESCRIPTION

ROLE, RESPONSIBILITY, ACCOUNTABILITIES, AUTHORITY (RRAA)

Activities	Accountabilities	Authority (Decisions)	Responsibility
<p>What does the occupant of the role do (<i>activities</i>)?</p> <p>At which <i>locations</i> do these tasks need to be fulfilled?</p> <p>How much <i>time</i> per week at each location is required to complete each task?</p>	<p>For each activity, what specifically does the business hold the occupant <i>accountable</i> for?</p>	<p>For each accountability, to what extent does the occupant have the <i>authority</i> to deliver that accountability, without referral to or permission from others?</p> <p>If the match between accountability and authority is less than 70%, then redefine accountability, or sanction greater authority (return to 3 or 4 above)</p>	<p>Finally, given all of the above, what is the <i>purpose</i> of the role (<i>responsibility</i>)?</p>