



# A GUIDE TO THE PERSON PROFILE

Agilysis has adopted a competency based approach to developing person profiles and subsequently remuneration. This reduces the effect of arbitrary barriers to employment for capable people and enables candidates and employees who can demonstrate that they are competent to fulfil a role to succeed within the organisation. 3 types of competency are identified as follows

## BUSINESS COMPETENCIES

All staff will be expected to demonstrate some business competencies but at differing levels according to the type of position and degree of responsibility that they carry. These competencies seek to reflect areas that are critical to the success of the company in terms of its internal operations, satisfying client needs and delivering public facing services. All personal profiles will recognise these business competencies.

## MANAGEMENT COMPETENCIES

Most staff will also be expected to exercise some management responsibility whether for information, projects, finance or people. There is also a need to manage change within the organisation and risk to the company which might arise from issues such as health and safety, reputational matters or financial control; these are also reflected within the competency framework. Again, all personal profiles will recognise these management competencies.

## TECHNICAL COMPETENCIES

Technical competencies will change from role to role and will be more reflective of the type of work outlined in the job description. In approving the technical competencies for a particular role, the directors will have given consideration to the type of skills required for each post and the level at which a successful employee will be operating.

## 3 LEVELS

Under each of the groups of competencies a matrix is created through the use of four levels of competence which are consistently applied across all job descriptions. There is some variance between the levels for technical competencies as opposed to those for business and management competencies. Further explanation is given to these terms below:

Lead	Influence	Implement
At this level staff would be recognising areas that are deficient or where there is significant scope for development and leading the implementation process with managers and colleagues.	At this level the employee would be expected to contribute to the formation of policy and processes, providing professional help and guidance to the company's advantage	At this level an employee could reasonably be expected to adopt the agreed principles and process in operation within the company; implementing any new activity in a consistent manner

Substantial	Significant	Satisfactory
An employee has the relevant skills and knowledge to completely define the company's approach to the specified task or process, supporting others in implementing new practices.	An employee not only has the skills to work effectively in this area within currently agreed guidelines but to critique and adapt practices bringing continual improvement	An employee has the knowledge or skills to work effectively in this area with an agreed set of tools, technologies and processes; with limited supervision.

## EDUCATION, TRAINING & QUALIFICATIONS

There will be occasions when particular levels of training and educational attainment are of importance if a role is to be successfully fulfilled; these will be outlined using the terms Essential, Preferable and Desirable. An applicant is very unlikely to be successful if they are unable to provide evidence on application being able to meet the essential criteria as a minimum. Agilysis reserve the right to use the preferable and desirable columns as a tool in shortlisting candidates or determining appropriate remuneration.

## OTHER REQUIREMENTS

There may also be a limited set of additional requirements that a successful post holder will necessarily be able to fulfil the full duties of the post.

## REMUNERATION

The personal profile will be used by the directors to benchmark performance in any given role and as a guide in determining appropriate remuneration. An employee will only be considered to be effectively fulfilling the role if they can demonstrate that they are fulfilling the competency requirements of the post.

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### **Agilysis Limited**

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