

**SI IPL HR**

**Service Brief**

**Roles & Responsibilities  
Description**

RDs help employees to understand their responsibilities and how their work contributes to the overall mission of the organization. They also provide a road map to employee's individual growth that ultimately accumulates in to organizational growth. Role Descriptions (RD) can be created for an entire organization, or a new unit / branch or a set of new roles.

SI IPL provides role clarifications that would help an organization to structure and manage roles in a uniform way, thus increasing efficiency and effectiveness of recruitment, training and development, organizational structure, work flow and activities and customer service.

Customer need	Creating role descriptions helps the organization to provide a clear understanding to the employee about his/her duties and responsibilities in order to enable them to perform effectively and efficiently. RDs help provide an overview of the scope & responsibilities of the job, and supports in mapping skills and competencies for that particular job. It is essential in order to avoid ambiguity, workplace confusion, disturbed communication and any misuse / under - use / overuse of responsibilities by employees
How SI IPL can help	SI IPL has ready to use diagnostic questionnaires to speed up data gathering as well as industry specific workout templates to reduce the time to create a role description.
Scope and Deliverables	<ul style="list-style-type: none"> <li>- Role Clarification Questionnaire</li> <li>- Roles and Responsibilities analysis</li> <li>- Roles and Job Clarifications</li> </ul>
Customer responsibility	<ul style="list-style-type: none"> <li>- Filling up pre - qualification questionnaire</li> <li>- Knowledge on different roles in the organization and their associated responsibilities</li> <li>- HR &amp; HOD facilitation</li> </ul>
Engagement approach	SI IPL uses a combination of ½ day workshops followed by workouts to expedite the process. This needs decision maker involvement for these sessions which can last upto 3-5 business days spread over 2 weeks. SI IPL will create a minimum number of RDs (5-10) and will review the rest as prepared by the client.
Special Services (Optional)	<ul style="list-style-type: none"> <li>- Org chart and department structure</li> <li>- Job family design and Career Road Maps</li> <li>- Job leveling and sizing</li> <li>- Competency Dictionary</li> </ul>
Service Reference	SI IPL-HR-RD/2009-2
Pricing	On request
Additional information	For a complete range of SI IPL Services, please visit <a href="http://www.siplconsulting.com">www.siplconsulting.com</a> or email us at <a href="mailto:inquiries@siiplconsulting.com">inquiries@siiplconsulting.com</a>

**strategicinterventions India Private Limited**  
**Your Creative Business Catalyst**

**About Strategic Interventions India Private Limited**

Strategic Interventions India Private Limited (SI IPL) is a business and operations advisory firm that is positioned as an organizational catalyst. Incorporated in 2003, it has worked with more than 50 customers from India, US and Singapore on various business, functional and domain aspects in select industry verticals such as manufacturing, healthcare, financial services, ICT & Education, Infrastructure and Retail.

SI IPL specializes in offering growth and change management consulting through its business life cycle services, functional problem solving through functional life cycle services, business transformation and outsourcing through its business transformation services and offers Executive coaching services through its Executive focus services as well. SI IPL projects typically span 6-36 months with clearly laid out milestones and deliverables. All SI IPL engagements involve ongoing knowledge transfer and training to maximize benefit to customers.

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