



BUSINESS ORG CHART

AND JOB DESCRIPTIONS

SiGNAL
Martinique House
Hampshire Road
GU35 0HZ
01420 556335
www.signalbordon.org
work@signalbordon.org

What is an organisational Chart?

An organisational chart is a visual representation of a company's internal structure. Also known as organograms or org charts, these assets show how teams and departments are organised, showcase relationships across an organisation, and each individual's role and responsibilities.

What is the main purpose of an organisational chart?

An up-to-date organisational chart serves several important functions. This infographic highlights the five benefits of an organisational chart:

1. Shows who is responsible for decision-making
2. Allows everyone to understand the chain of command
3. Allows employees to get to know each other
4. Makes it easy to visualize changes
5. Highlights a brand's values and culture

What are the benefits of an Org chart?

- An organisational chart helps potential investors/shareholders understand who is steering the ship. With an organisational chart, investors can easily see who is in the leadership team and the talent, skill and experience powering an organisation. Thus, an org chart is a great way to reassure stakeholders that a business is in good hands.
- An organisational chart helps the entire organisation understand the chain of command. From process flows, approval flows, and other types of decisions, a business organisational chart helps everyone understand the processes (really, the logic) behind them. A clear organisational chart is almost necessary for every employee onboarding process.
- An organisational chart helps new hires get to know fellow employees. An org chart helps staff learn who owns which areas, who senior staff members are, and the types of departments that exist within the organisation. More importantly, they can better understand how their own role fits into the current organisational structure.



- An organisational chart helps people understand how changes within a company impact them. As organisations grow or downsize, people are promoted, moved to different teams/departments, asked to report to new executives, and so on. An organisational chart reflects these changes in leadership, team responsibilities, and who everyone reports to.
- An organisational chart is a great way to communicate your brand. They are designed to demonstrate an organisation's values and philosophies. The organisation's stance on hierarchy, collaboration, inclusivity, and other concepts are visualized here.

Begin at the Top

Add the title of the company owner at the top of the chart. The box for the head of the company is often the only box on the top level. If your company has more than one owner and each has equal authority, add the necessary boxes to that level.

Work downward, starting by filling in the title of the assistant who reports directly to the owner. This position might be an office manager. This position box is off to the side and connected only to the president's box.

Start adding layers

Insert titles on the second level of the chart for positions that report directly to the head of the company. In a small company, this level might be just one position. Maybe your company has a manager who reports directly to the president or two vice presidents who are responsible for operations and sales.

List the third level of positions that report directly to the second level. Each name should fall under the position to which it reports. For instance, the salesperson reports to the vice president or manager of sales and the accountant reports to the vice president or manager of operations.

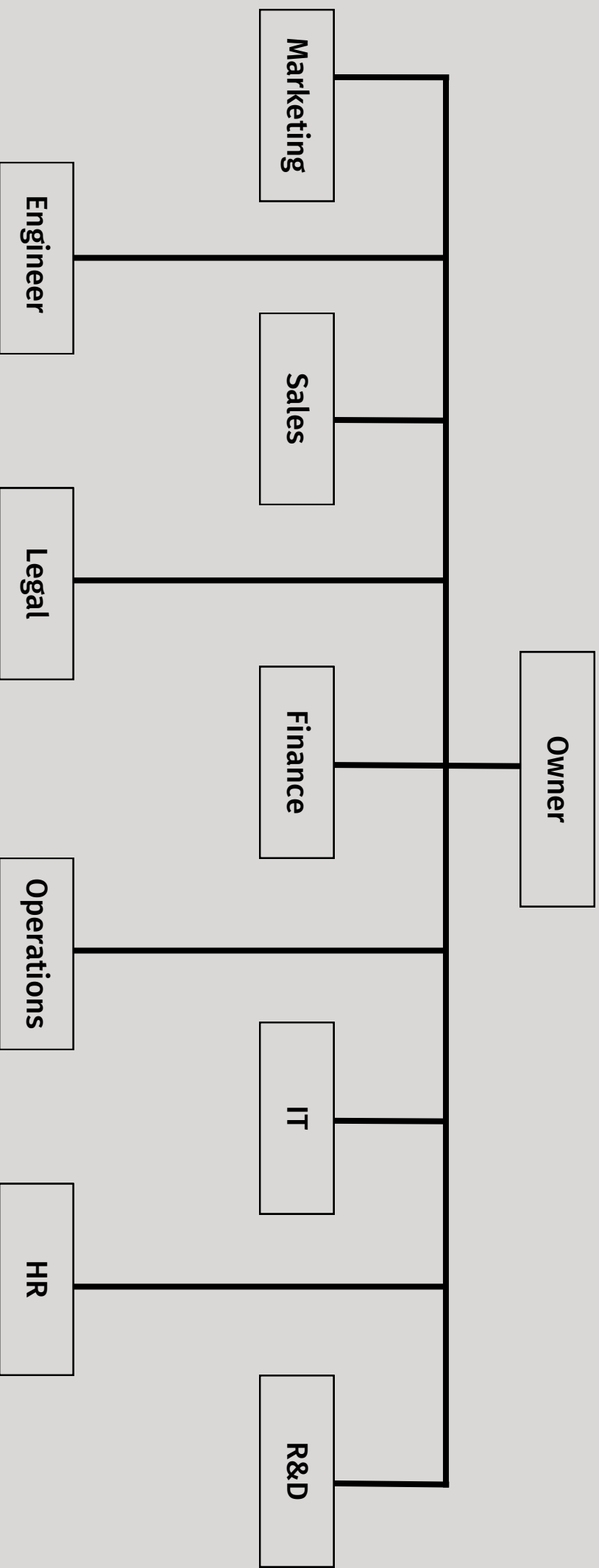
Add additional levels and positions as needed. Your organisational chart should have as many levels as there are supervisory relationships or departments in your company. Your chart might have just one column of boxes to reflect that command flows directly from the top to the bottom. A chart this simple can still provide the foundation for growth as a business adds more positions and the relationships become more complex.

Compare it against Job Descriptions

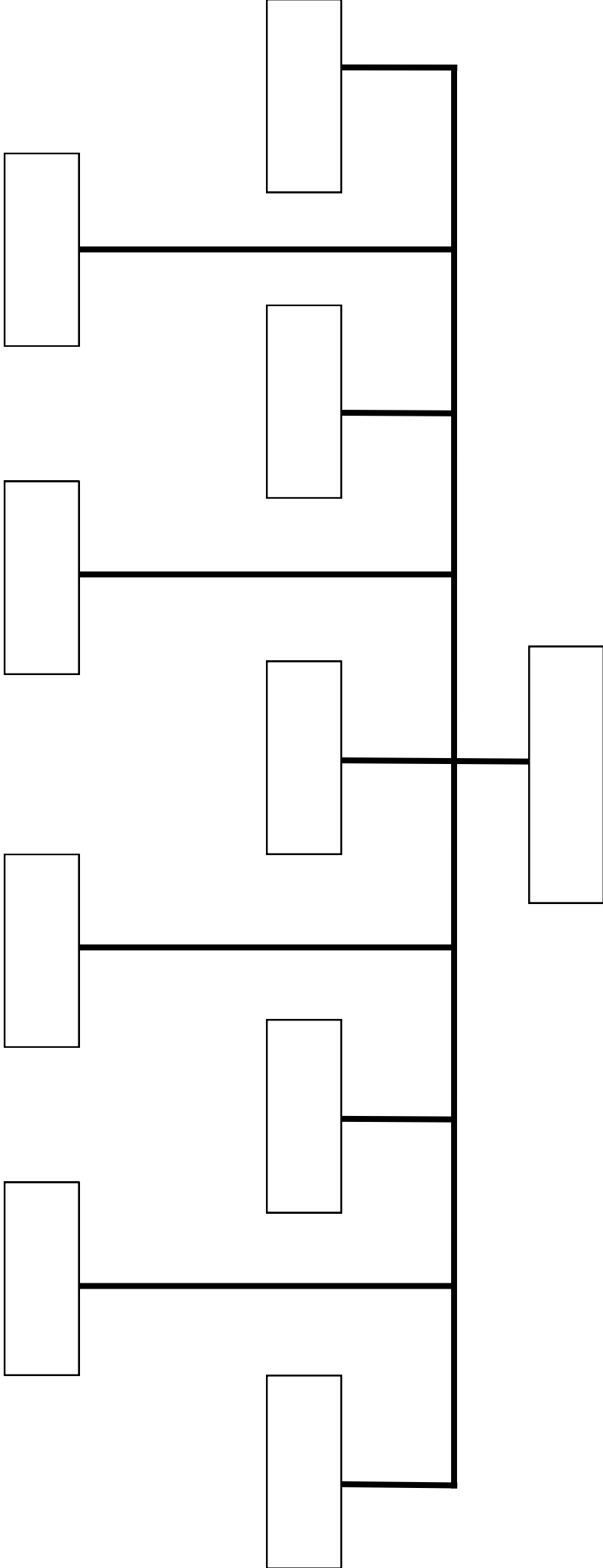
Part of the purpose of creating an organisation chart is to determine if you need to restructure how your company is set up. Compare the chart to the job descriptions and the actual supervisory relationships and responsibilities of existing employees and adjust until there is agreement.



Company org Chart Example



Company org Chart Template



Jobs roles ranked from highest responsibility to lowest

04

1	
2	
3	
4	
5	
6	
7	
8	
9	

Jobs in order of hiring or outsourcing

1	
2	
3	
4	



7 Points to writing a good job description

Job Title

Following standard nomenclature for job titles allows your job to be found in searches and reduces confusion among candidates. Instead of using internal jargon for job levels and job titles, stick to standard job levels and plain language.

Company Description

Candidates want to know as much about where they'll be working as how they'll be working. Describe your company's mission and culture, the size of your organisation, and what makes your company unique.

Summary Paragraph

This paragraph is simply an overview of the job. Include a brief paragraph about daily responsibilities, how the role fits into your organisation, growth opportunities, and who within the company this role will collaborate with.

List of Responsibilities

First, write down every responsibility you can think of for this role. Then cut the full list down to seven to ten key responsibilities, and add them to your job description in order of importance. For each responsibility write out why and how the tasks will be performed.

Responsibilities to include:

- Duties unique to your organisation
- Day-to-day activities of the position
- Financial responsibilities, if any
- Supervisory responsibilities
- Hiring and terminating
- Disciplining
- Assigning work
- Training
- Giving performance evaluations

7 Points to writing a good job description

list of Qualifications

Start by listing all the qualifications that your ideal candidate should have.

Qualifications may include:

- Skill requirements, including hard skills and soft skills
- Education
- Previous job experience
- Certifications
- Years of experience
- Technical skills
- Communication and problem-solving expectations
- Personality traits that you hope for in a candidate

Then add the expected level of knowledge to any technical skill.

Levels of knowledge are:

- Working knowledge means the candidate understands basic principles and terminology and can solve simple problems.
- General knowledge means they can perform most work in typical situations and have a comprehensive understanding of standard situations.
- Thorough knowledge involves having sufficient comprehension of the skill with the ability to solve unusual and typical problems and advise on technical matters.
- Comprehensive knowledge is possessing complete mastery of the skill.

Lastly, divide the skills into two categories: must-have and nice-to-have. Must-have skills are essential to the position. Nice-to-have skills would benefit the future employee but could either be taught on the job or aren't critical.

7 Points to writing a good job description

Compensation and Benefits

Including compensation and benefits is an optional part of a job description. However, more than half of the candidates in one survey stated they rarely saw job descriptions that included salary information. Salary ranges help your job stand out. According to the same survey, job seekers say that compensation is the most important part of a job description.

Compensation can be a salary range. Some companies also indicate if the position is eligible for any bonuses. Perks and benefits should be written as a bulleted list.

Top perks and benefits:

- Paid time off
- Family leave
- Childcare
- Retirement planning
- Wellness programs
- Medical, dental, life, and vision insurance
- Flexible hours
- In office, remote, or hybrid
- Home office set-up stipend
- In-office snacks, breakfast, lunch, or coffee
- Tuition reimbursement or student loan assistance program
- Career development
- Dog-friendly office

Other

You may want to include additional information above and beyond the standard outline. You can include these items at the end of your job description, but keep it brief.

Optional items you may want to include:

- Work environment, such as an office or outdoors
- Potential hazard exposure like hazardous materials, loud noise, or extreme heat or cold
- Essential physical requirements, such as climbing, standing, stooping, or typing
- Physical effort requirements such as lifting and the specified maximum weight the employee is expected to lift
- Shift work or atypical schedule expectations such as working weekends, nights, or on-call shifts
- Travel requirements
- Team-related details

Now write your own job description

Job Title

**Company
Description**

**Summary
Paragraph**

**List of
Responsibilities**

Now write your own job description

**list of
Qualifications**



Now write your own job description

Compensation and Benefits

Other



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