
From: Matthew Crosse
Sent: 05 March 2007 11:21
To: Alastair Richards - TEL; Colin McLauchlan; David Crawley; Geoff Gilbert; Howard Elwyn-Jones; Jim Harries (Transdev); Keith Rimmer; Mike Connelly; Miriam Thorne; 'Steve Reynolds'; Susan Clark; Suzanne Waugh; Tom Condie; Tony Glazebrook; Trudi Craggs
Cc: Frances Hamilton
Subject: FW: team descriptions
Attachments: 70302 Team job description mc template.doc

Dear all

As part of the new organisational arrangements, I believe we need to have clarity about what we all do, where there are overlaps and gaps. In the team event feedback this lack came out loud and clear. At one level this means having coherent job descriptions for every one. At the other extreme, particularly at department/team level, we need some sort of summary of what we do. My plan is that these summaries would appear as you drill down into the org chart on the extranet. Also, important in this regard is communications.

As a team leader, please can you consider what you do then try and complete a one pager (max), mostly summary, or bullet form and based on the attached template to the extent you are able. We will discuss this on Tuesday with the aim of concluding the process and going live by 14th March.

Thanks

Matthew

Matthew Crosse
Strategic Lines Limited
The Old Post Office Buildings
Boylestone
Derbyshire DE6 5AA
UK

Tel: +44 (0) [REDACTED]
Fax: +44 (0) [REDACTED]
Mob: +44 (0) [REDACTED]

Email : <mailto:matthew.crosse@strategic-lines.com>
Web: <http://www.strategic-lines.com>

The information transmitted in this email or attached to it is intended only for the person to whom or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender (details above) and delete the material from any computer. Strategic Lines will not be liable for direct, special, indirect or consequential damages arising from the alteration of the contents of this message by a third party or as a result of any virus being passed on.

TIE00087949_0001