

## Quick Guide: Add value to your role

Are you excellent at what you do? Have you reached 'the top of your tree'? Are you seeking more challenge but don't want a new job? Or maybe you are looking at how to make more of the role you have? If so, it can sometimes feel like you don't know where to start! So here are the **top ten tips** to help you seek out challenges and add value to your role.

1. **Look about you.** What do others in similar roles do, that you too would like to do some or all of? What else can you get involved with or volunteer for?
2. **Consider your manager's role** and some of the tasks that you could share responsibility for, or take over wholly as your responsibility.
3. **Use the PTA Wheel to help.** Write down what your manager or others around you do as part of their daily function. Group each task under 'People', 'Technical' or 'Admin'. You may need to break down each task further, into steps or stages, each with a P, T or A label.
4. **Consider your skills** and ability in relation to the task and ask "Do I need help and guidance for this new task, or can I hit the ground running?" and "Do I need more help with people skills, admin ability or technical knowledge?".
5. **Ask to get involved**, and suggest a draft timetable, plus a benefit or two (the added value) of you doing this. Be sure to include a benefit for your manager or the other person, too!
6. **If you will need help** or a little supervision, suggest a plan of what you will need and when you will need it. Don't forget to include a time or date by which you will be independent and therefore when all the benefits (added value) will start to kick in.
7. Also **consider the myriad of tasks you currently perform.** How can you add to each task so that everyone benefits? Are you working to best practice at the moment, or are you on autopilot?
8. For example, **rather than simply take and pass on a message**, how could you get the knowledge or skills to deal with that request, saving time but adding value?
9. **Set up a personal procedures file:** a blow by blow record of how you do what you do. This will identify improvements in the method and timing of what you do.
10. Finally, **never pass up an opportunity** to learn new or different things: you never know when it will come in useful.

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