



Organizational Roles and Responsibilities

Definitions and Differentiations

A **Role** refers to a job role. It is the position and the job title a team member or employee holds.

A **Responsibility** refers to the expectations placed on a team member or an employee because of their job role and sometimes because of their personality. These job responsibilities can be formal obligations associated with role in the organization/team (as part of your job, you must complete XYZ) or informal relational interactions expected of the person (you typically are the team member who assumes the caretaker role and makes sure everyone has what they need are in a good emotional state).

Job Roles and Organizational Structure

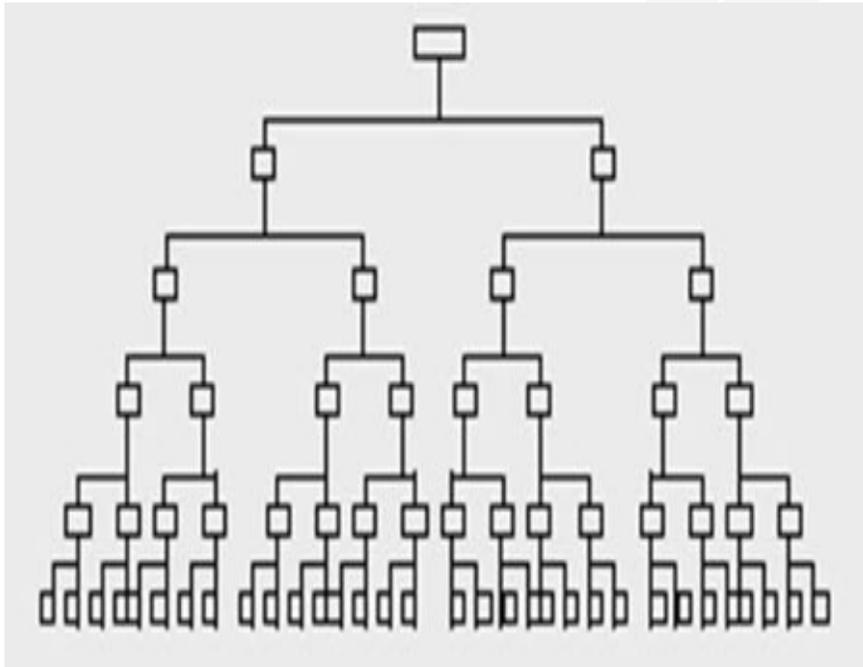
Every company has what they call an organizational structure or an organizational chart. It simply is the hierarchy of everyone's job roles within the company. It helps define who does what, who reports to who, who oversees this or that, etc.

The same organization of job roles can be applied to any type of team, not just business organizations.

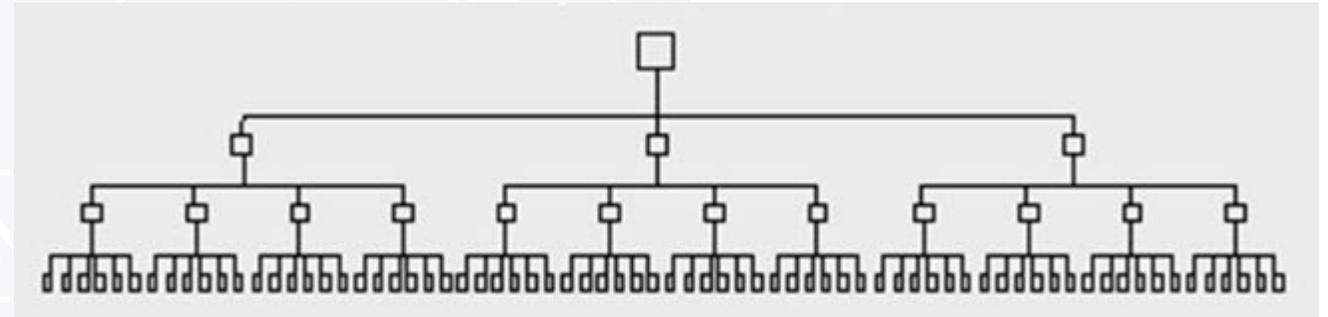
The way a business or team arranges the hierarchy of job roles will set a tone for group dynamics, timing efficiency, team member autonomy, and leadership styles.

Types of Organizational Hierarchies

Tall Structure



Flat Structure



How does each structure affect:

- Team member autonomy
- Flow of communication
- Leadership style
- Collaboration
- Efficiency
- Group Dynamics

Choosing the right organizational structure for a team is very important to team success. Good teams reorganize their structure based on the needs of the project to be completed.

Organizational structures are important for understanding all the directions an individual gets pulled in because of their job role.

Successfully navigating your job role will depend in large part on how you successfully answer to all the people your job requires you to answer to and how well you manage all the people your job requires you to manage.

Formal and Informal Responsibilities

Formal Responsibilities basically are assignments of who is in charge of what. These come with the job role assigned to you.

Informal Responsibilities are not assigned but assumed. They come about based on the mixtures of personality types and work styles within a group of people. Informal Responsibilities affect the group communication dynamics. Some informal responsibilities can be seen as negative (like always questioning someone else's ideas) but can still lead to team progress (by questioning ideas, it provides perspective on things to consider avoiding).

Teamwork and Success

Distinct roles and responsibilities are crucial to the success of any team, but these things are not always clearly defined. Many team challenges or failures can be traced back to a lack of job role responsibility or the inability to effectively solve conflicts created by different job roles within an organization.

Even those informal responsibilities are integral to team success as they are the emotional aspect that pushes a team forward or holds a team back. They are also the checks and balances between team members holding one another accountable for work ethic and pride in work completed.