How to step into a role with more responsibility

When offered a post with more responsibility, it's natural to feel a range of things, from excitement to overwhelm. And yet amid these mixed emotions, there is clear opportunity; a chance to further your career while making tangible changes that have a positive, lasting impact.

If you've been promoted to a new position with greater responsibility, there's a number of ways you can prepare to transition smoothly, and start thriving.

Focus on your mindset

As you begin this new chapter in your career, cultivating a positive outlook is key. Even the most self-believing people can doubt their abilities, but remember you were chosen for this role for a reason.

To aid this, it can be helpful to hone in on the abilities of both you and your team. Knowing what strengths and weaknesses your team has, and what supports it needs, can help you see more strategically.

Once logic is on your side, suddenly goals seem achievable, and you feel more in control.

Get clarity on expectations

This one is particularly important if you take on greater responsibility in a place where you already work – and especially in a new area, as often a clear job spec won't be readily available.

Insist on one but don't wait around for it to arrive in your inbox. Meet with your manager to discuss the responsibilities, goals, and objectives associated with the position, and draft a spec together. Agree to review this after a month or quarter to ensure everything is covered.

Having clearly communicated expectations will allow you to establish a road map for success, and will quieten racing thoughts that you're not doing enough.

Develop a plan

Now you have a clear view of expectations, it's time to develop a strategic plan.

Break down personal and team goals into actionable steps and create a realistic timeline for achieving them. If you're not sure what's realistic, speak with each individual team member and ask them for individual projections before adding them all up.

Delegate according to the previously outlined strengths and weaknesses to foster a sense of ownership and accountability among your team. And remember to build in time for reviews and reiterations.

It can be tempting to set super-impressive KPIs, but it's worth being more conservative in your early projects. This avoids unnecessary stresses as your team moves from forming, through to norming and performing.

Build relationships

Effective leadership is built on strong relationships. Take the time to build rapport with your team members, colleagues, and stakeholders.

Listen actively, communicate openly, and demonstrate empathy and respect. Building trust and rapport will not only help you navigate challenges more effectively but will also foster a more positive and collaborative work environment.

Ready to step into a role with more responsibility? Check out the _Maddyness Job Board_, which features thousands of job opportunities, including the three below.

Technology Risk Manager, Experian, Nottingham

Multinational data analytics and consumer credit reporting expert Experian is hiring a _Technology Risk Manager_ to join its Experian Consumer Services (ECS) team, which looks after the UK and Ireland markets. This is a first line of defence risk management role, and the successful candidate will have sole responsibility for supporting the technology area within ECS to ensure the effective delivery of the Experian operational risk and control framework. Day-to-day this means proactively identifying, escalating and assessing risks, maintaining the Technology risk register, and guiding the continuous improvement of the speed and agility of critical technology processes, amongst other responsibilities. _Find out more here_.

Technology Service Manager, FanDuel, Edinburgh

In Edinburgh, US group FanDuel is seeking a _Service Manager_ to work with its Cross Product Generosity (XPG) engineering domain, which is responsible for maintaining its centralised promotion tools. The successful candidate will also collaborate with engineering teams within its wider product domains like Casino and Sportsbook to support the creation of new types of promotions, and as the guardian of reliability will hold the engineering teams and third-party vendors accountable. You'll need to be a strong influencer and communicator, with the ability to translate technical details into actionable information for senior stakeholders, and as an individual contributor, you will be able to bring people with you to deliver the right outcome for the group. _Read more here_.

Senior Managers – Cloud Architects, PwC UK, London

PwC's Technology Resilience business is at the forefront of supporting organisations in safeguarding against, and responding to, major technology failures and cyber threats. Now recruiting _Senior Managers as Cloud Architects_, prospective candidates should have strong technology architecture skills and experience, including Cloud native and Hybrid architectures, have a solid understanding of the latest and emerging technology trends in the resilience domain, and have a demonstrable track record in technology resilience, either in professional services or in industry. _Check out the preferred skills here_.

Find your next career adventure today via the Maddyness Job Board