**ORGANISATION STRUCTURE, ROLES AND RESPONSIBILITIES**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Matching terms**

**Non-routine task**

**A decision that is taken less frequently, for example launching a new product**

**A business that has several layers of managers and supervisors form the top to the bottom**

**A task that does not need doing regularly, such as preparing information for a review or inspection**

**A decision that will be made on a regular basis usually by people lower in the business structure**

**A task such as filing or inputting data into a database, which will be carried out regularly. No special skill is required to carry it out**

**Having control over how a task is carried out and a duty to make sure it is done as well as possible**

**Someone who makes sure that other people are carrying out their job correctly and safely**

**Someone with authority has a right to make a decision or perform a task**

**Routine task**

**Routine decisions**

**Supervisor**

**Hierarchy**

**Authority**

**Responsibility**

**Non-routine decisions**