Grade 11 Administrators: Skills

This template has been designed to help you and your manager review your strengths in these areas and identify areas that you could develop. Note that the positive indicators are intended for use as a guide only and that not all indicators will be applicable to all roles within a grade.

# How to use

## Step 1

Reflect on each of the positive indicators and consider whether you:

* M - Meet the appropriate level
* E - Exceed the appropriate level
* D - Need to Develop in this area
* Complete column 1

## Step 2

Ask your line manager or equivalent to:

* Review your levels in the same way
* Complete column 2

## Step 3

Meet your line manager or equivalent to:

* Discuss your results in columns 1 and 2, and agree a result and enter it in column 3
* Discuss any areas for development you have identified and how you might work towards these, and note in column 4

## Notes

* Due to the diversity of environments across the University, the skills identified should be interpreted within the grade and scope of the role/post
* It is possible that a particular role will not require all of the skills identified at the relevant grade
* The possession of or requirement for, some skill areas at a higher grade will not necessarily equate to a requirement for a role to be regraded

# Name:

# Department:

# Line manager or equivalent:

# Current role and grade:

# Role and grade being assessed against, if different from current role and grade:

# Date:

## Assessment

# Resource Management (People/Finance)

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Resource allocation and budgeting | Direct operations involving high level financial planning and resource allocation. |  |  |  |  |
| Financial regulations | Oversee compliance with financial regulations and best practice and contribute to the update of financial regulations and central practices. |  |  |  |  |
| Financial planning | Oversee the strategic financial planning process. |  |  |  |  |
| Business cases | Prepare and manage the delivery of complex business cases, funding applications and tenders. |  |  |  |  |

# HR Operations

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Issues and processes | Oversee management of HR-related issues and processes and promote best practice at senior level in line with University policy and legislation. |  |  |  |  |
| Discipline and grievance | Participate actively in University grievance, disciplinary, grading and appeal processes and Employment Tribunals. |  |  |  |  |
| Recruitment | Chair local selection panels and participate in University appointment panels. |  |  |  |  |
| Legislation and best practice | Use knowledge of policy and legislation to develop compliant local procedures.Advise and guide on specialist employment related issues. |  |  |  |  |
| Workforce planning | Lead strategic inclusive workforce planning. |  |  |  |  |

# Research Administration

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Funding applications | Oversee submission of funding applications and responses to national research review exercises. |  |  |  |  |
| Co-ordinate administrative support | Oversee administrative support for research activity. |  |  |  |  |
| Compliance with ethical guidelines | Oversee delivery of administrative strategies, processes and guidelines to ensure that research activity is compliant with ethical guidelines and relevant legislation. |  |  |  |  |
| Contract negotiation | Negotiate contracts with funders with respect to IPR and fEC. |  |  |  |  |
| Multiple institutions | Co-ordinate applications across multiple institutions. |  |  |  |  |

# Teaching and Learning Support

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Materials and curriculum development | Oversee all aspects of teaching and learning support. |  |  |  |  |
| Quality assurance | Deputise for QAA. |  |  |  |  |

# Facilities Management

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Maintenance | Oversee maintenance and management of multiple facilities. |  |  |  |  |
| Estate management strategy | Develop strategy relating to local estate. |  |  |  |  |
| Health, safety and security | Manage all matters arising from health, safety and security issues. |  |  |  |  |

# Committee Skills

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Service and chair | Service, participate in and chair committees and groups at University and national level. |  |  |  |  |
| Advise and brief | Deliver expert advice, guidance and briefings to senior University members and the wider HE community on issues relevant to committee business. |  |  |  |  |
| Oversee outputs | Define and oversee the focus and outputs of local and University committees to ensure that appropriate priorities and objectives are met. |  |  |  |  |

# Analysis and Investigation

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Gather data | Identify the appropriate method of analysis or investigation. |  |  |  |  |
| Analyse | Conduct complex analysis and investigation of data, including for benchmarking purposes, and source additional information when required. |  |  |  |  |
| Review and report | Monitor, review and report on analysis. |  |  |  |  |

# Policy, Process and Systems

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Policy/systems development | Initiate and manage development and implementation of new policy and processes at local and University level. |  |  |  |  |
| Policy advice | Provide strategic policy advice and guidance at senior level on University and national issues. |  |  |  |  |

# Training, Facilitation and Presentation

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Briefings and presentations | Deliver and facilitate presentations, briefings, training sessions and events to a diverse, senior audience both internal and external to the University. |  |  |  |  |

# Customer Service and Public Relations

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Identify publicity opportunities | Work with external bodies and partners to raise the profile of the University. |  |  |  |  |
| Publicity activity | Proactively publicise the work of the University via contribution to open programmes and collaborative projects. |  |  |  |  |
| Review of service | Provide expert advice on the changing requirements of the University and external clients and on how to adapt the level and nature of service accordingly. |  |  |  |  |

# IT

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Software skills | Competently use Microsoft Office, web-based database systems and specialist software, e.g. CHRIS, pFACT, Microsoft Project. |  |  |  |  |
| Database skills | Contribute to the design and management of specialist databases and systems, e.g. CamSIS. |  |  |  |  |

# Organisation and Time Management

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Prioritising | Prioritise a range of complex tasks for self and wider team, taking account of diverse and conflicting organisational needs; delegate effectively. |  |  |  |  |
| Improving organisational systems | Lead the strategic development and implementation of new structures and systems for effective use of resources. |  |  |  |  |

# Project Management

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Project leadership | Identify, lead and oversee large-scale projects, (e.g. at a level of up to£1m involving multiple stakeholders.) |  |  |  |  |