Grade 4 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** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Resource allocation and budgeting | Assist in monitoring resources and expenditure against budgets. |  |  |  |  |
| Financial regulations | Demonstrate some awareness of financial regulations. |  |  |  |  |
| Remuneration | Support remuneration issues and accounts information. |  |  |  |  |
| Financial procedures | Process invoices and orders and handle petty cash. |  |  |  |  |

# HR Operations

| **Skill area** | **Skills** | **1** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Issues and processes | Assist in the management of a range of HR-related issues and processes, e.g. holiday and sickness records. |  |  |  |  |
| Recruitment | Manage the administration associated with an inclusive recruitment process. |  |  |  |  |
| Legislation and best practice | Demonstrate some awareness of University policy and employment legislation. |  |  |  |  |

# Research Administration

| **Skill area** | **Skills** | **1** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Coordinate administrative support | Assist with the administrative support for research applications. |  |  |  |  |
| Compliance with ethical guidelines | Demonstrate some awareness of ethical guidelines and relevant legislation |  |  |  |  |

# Teaching and Learning Support

| **Skill area** | **Skills** | **1** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Materials and curriculum development | Assist with the administration of local teaching and learning support activities. |  |  |  |  |

# Facilities Management

| **Skill area** | **Skills** | **1** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Maintenance | Carry out equipment maintenance checks and repairs and/or oversee repair or replacement. |  |  |  |  |
| Managing use of facilities | Assist with the management of use of facilities by local, University and external users. |  |  |  |  |
| Health, safety and security | Respond to health, safety and security issues. |  |  |  |  |

# Committee Skills

| **Skill area** | **Skills** | **1** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Service and chair | Support the servicing of committees and groups at local and University level. |  |  |  |  |

# Analysis and Investigation

| **Skill area** | **Skills** | **1** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Gather data | Gather and manipulate data. |  |  |  |  |
| Analyse | Prepare and collate results for interpretation by others. |  |  |  |  |

# Policy, Process and Systems

| **Skill area** | **Skills** | **1** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Policy/systems development | Assist with the identification of changes to existing local practices and processes. |  |  |  |  |

# Customer Service and Public Relations

| **Skill area** | **Skills** | **1** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Fundraising | Assist in the delivery of appropriate information in response to enquiries. |  |  |  |  |
| Publicity materials | Assist in the maintenance of publicity resources and materials. |  |  |  |  |

# IT

| **Skill area** | **Skills** | **1** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Software skills | Competently use Microsoft Office and web-based database systems, e.g. CHRIS. |  |  |  |  |
| Database skills | Operate specialist databases and software, e.g. CamSIS, Recruitment Admin System (RAS). |  |  |  |  |

# Organisation and Time Management

| **Skill area** | **Skills** | **1** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Prioritising | Organise and priorities own workload. |  |  |  |  |
| Improving organisational systems | Identify areas/processes in need of streamlining. |  |  |  |  |

# Project Management

| **Skill area** | **Skills** | **1** **Individual****M/E/D** | **2****Manager****M/E/D** | **3****Agreed result****M/E/D** | **4****Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Project leadership | Support small-scale projects (e.g. at a level of up to £5k involving self/others). |  |  |  |  |
| Project support | Support small to medium-scale projects, involving multiple stakeholders. |  |  |  |  |