Grade 7 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 | Contribute to the planning and management of financial resources and processes; prepare basic budgetary and statistical reports and forecasts. |  |  |  |  |
| Financial regulations | Understand and ensure compliance with financial regulations and best practice. |  |  |  |  |
| Remuneration | Resolve remuneration issues. |  |  |  |  |
| Business cases | Contribute to the preparation of business cases. |  |  |  |  |

# HR Operations

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Issues and processes | Manage a wide range of HR-related issues and processes, e.g. staff review and development. |  |  |  |  |
| Recruitment | Select and interview as part of an inclusive recruitment process and chair local selection panels. |  |  |  |  |
| Legislation and best practice | Interpret both University policy and employment legislation and promote best practice. |  |  |  |  |

# Research Administration

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Funding applications | Identify suitable funding opportunities and prepare material for funding applications and national research review exercises. |  |  |  |  |
| Co-ordinate administrative support | Provide administrative activity for research applications. |  |  |  |  |
| Compliance with ethical guidelines | Demonstrate understanding of ethical guidelines and relevant legislation |  |  |  |  |

# 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 | Administer local teaching and learning support activities. |  |  |  |  |

# Facilities Management

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Maintenance | Contribute to the assessment of long term facility requirements and oversee maintenance and refurbishment programmes. |  |  |  |  |
| Estate management strategy | Manage use of facilities by local, University and external users. |  |  |  |  |
| Health, safety and security | Administer and resolve 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 and participate in committees and groups at local and University level. |  |  |  |  |
| Advise and brief | Advise and guide committees, groups and networks on specific issues at local committee level. |  |  |  |  |

# Analysis and Investigation

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Gather data | Gather and manipulate data. |  |  |  |  |
| Analyse | Conduct analysis and investigation of data, including for benchmarking purposes. |  |  |  |  |
| 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 | Identify and implement changes to existing local processes.Review and shape local policy and processes in response to changes at University and national level.Interpret, adapt and implement University level systems for effective use at local level. |  |  |  |  |

# 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 straightforward briefings, presentations and training in specialist areas to colleagues. |  |  |  |  |
| Facilitation | Facilitate meetings and events at local level. |  |  |  |  |

# Customer Service and Public Relations

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Fundraising | Interpret and deliver appropriate information in response to enquiries. |  |  |  |  |
| Identify publicity opportunities | Identify marketing and publicity opportunities within the University. |  |  |  |  |
| Publicity materials | Develop and maintain publicity resources and materials. |  |  |  |  |

# IT

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

# Organisation and Time Management

| Skill area | Skills | 1 IndividualM/E/D | 2ManagerM/E/D | 3Agreed resultM/E/D | 4Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Prioritising | Prioritise own work and that of team; work systematically on a number of tasks simultaneously. |  |  |  |  |
| Improving organisational systems | Contribute to the 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 and lead small-scale projects, (e.g. at a level of up to £10k involving self/others.) |  |  |  |  |
| Project support | Apply project management skills to support medium to large-scale projects, involving multiple stakeholders. |  |  |  |  |