Grade 8 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 | Plan and manage financial resources and processes; prepare budgetary and statistical reports and forecasts. |  |  |  |  |
| Financial regulations | Understand and oversee compliance with financial regulations. |  |  |  |  |
| Business cases | Prepare business cases, funding applications and tenders. |  |  |  |  |
| Resource allocation and budgeting | Plan and manage financial resources and processes; prepare budgetary and statistical reports and forecasts. |  |  |  |  |

# 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 | Manage a wide range of more complex HR-related issues and processes, e.g. Dignity at Work, flexible working’ staff review and development. |  |  |  |  |
| Discipline and grievance | Participate actively in University grievance, disciplinary, grading and appeal processes. |  |  |  |  |
| 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 HR legislation and promote best practice. |  |  |  |  |

# 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 |
| --- | --- | --- | --- | --- | --- |
| Funding applications | Identify suitable funding opportunities and co-ordinate preparation and submission of funding applications and responses to national research review exercises. |  |  |  |  |
| Co-ordinate administrative support | Provide administrative activity for research applications.  Co-ordinate and manage administrative support for research applications. |  |  |  |  |
| Compliance with ethical guidelines | Co-ordinate applications to ethics and other relevant committees. |  |  |  |  |

# 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 | Oversee all aspects of local teaching and learning support in relation to curriculum delivery.  Prepare course materials where appropriate. |  |  |  |  |
| Quality assurance | Administer and monitor quality assurance mechanisms. |  |  |  |  |

# 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 | Assess long term facility requirements and oversee maintenance and refurbishment programmes. |  |  |  |  |
| Estate management strategy | Manage use of facilities by local, University and external users. |  |  |  |  |
| Managing use of facilities | Contribute to estate management issues and development plans at local and University level. |  |  |  |  |
| Health, safety and security | Manage all matters arising from 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 | Service and participate in committees and groups at local and University level. |  |  |  |  |
| Advise and brief | Brief committees, groups and networks at local level on specific issues at local and University committee 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 | Identify the appropriate method of analysis or investigation. |  |  |  |  |
| Analyse | Conduct 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  Individual  M/E/D | 2  Manager  M/E/D | 3  Agreed result  M/E/D | 4  Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Policy/systems development | Develop and implement new policy and processes at local level.  Review and shape local systems, policy and process in response to changes at University and national level. |  |  |  |  |

# Training, Facilitation and Presentation

| Skill area | Skills | 1  Individual  M/E/D | 2  Manager  M/E/D | 3  Agreed result  M/E/D | 4  Agreed development needs |
| --- | --- | --- | --- | --- | --- |
| Briefings and presentations | Deliver presentations, briefings and training in specialist areas to colleagues and participants. |  |  |  |  |
| Facilitation | Facilitate meetings and events at local level. |  |  |  |  |

# 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 | Initiate and co-ordinate fundraising activities and identify potential funding sources. |  |  |  |  |
| Identify publicity opportunities | Identify marketing and publicity opportunities both in the University and nationally. |  |  |  |  |
| Publicity materials | Develop publicity materials aimed at external customers e.g. potential students. |  |  |  |  |

# 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, 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, 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 | Prioritise own work and that of team taking into account diverse and conflicting organisational needs. |  |  |  |  |
| Improving organisational systems | Develop and implement new structures and systems for effective use of resources. |  |  |  |  |

# 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 | Identify and lead medium-scale projects, e.g. at a level of up to £100k involving multiple stakeholders. |  |  |  |  |