Grade 9 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 | Manage financial and people resource allocation and monitoring processes. |  |  |  |  |
| Financial regulations | Understand and oversee compliance with financial regulations. |  |  |  |  |
| Financial procedures | Recommend and implement updates to local financial procedures. |  |  |  |  |
| Financial planning | Deliver strategic financial planning advice. |  |  |  |  |
| Business cases | Prepare and manage business cases, funding applications and tenders. |  |  |  |  |

# 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 | Oversee management of HR-related issues and processes and promote best practice in line with University policy and legislation. |  |  |  |  |
| Discipline and grievance | Participate actively in University grievance, disciplinary, grading and appeal processes. |  |  |  |  |
| 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. |  |  |  |  |

# 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 | Review and co-ordinate submission of funding applications and responses to national research review exercises. |  |  |  |  |
| Co-ordinate administrative support | Co-ordinate and manage administrative support for research applications. |  |  |  |  |
| Compliance with ethical guidelines | Provide input to the development and implementation of administrative strategies, processes and guidelines to ensure that research activity is compliant with 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 | Oversee all aspects of local teaching and learning support in relation to curriculum delivery.  Prepare course materials where appropriate and contribute to curriculum development and design as required. |  |  |  |  |
| 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 requirements of each facility and oversee implementation of maintenance and refurbishment programmes. |  |  |  |  |
| Estate management strategy | Oversee estate management issues and development plans at local level and contribute to University level estate planning. |  |  |  |  |
| 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, participate in and chair committees and groups at local and University level. |  |  |  |  |
| Advise and brief | Deliver expert advice, guidance and briefings to senior University members on issues relevant to committee business. |  |  |  |  |
| Oversee outputs | 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  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 and existing policy and processes at local level. |  |  |  |  |
| Policy advice | Provide expert advice and guidance on areas of specialism to shape University policy, processes and systems. |  |  |  |  |

# 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 sessions in a wide variety of 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 | Oversee and co-ordinate fundraising activities and identify potential funding sources. |  |  |  |  |
| Identify publicity opportunities | Identify marketing and publicity opportunities both within the University and nationally. |  |  |  |  |
| Publicity materials | Contribute to University level publicity material and events. |  |  |  |  |
| Publicity activity | Proactively publicise the work of the University via contribution to University wide initiatives and collaborative projects. |  |  |  |  |

# 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 wider team, taking account of diverse and conflicting organisational needs; delegate effectively. |  |  |  |  |
| Improving organisational systems | Manage the development and implementation of 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, lead and oversee medium-scale projects, (e.g. at a level of up to £100k involving multiple stakeholders.) |  |  |  |  |