Grade 6 HR Focus Role: 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 | Monitor resources and expenditure against budgets. |  |  |  |  |
| Financial regulations | Understand and ensure compliance with financial regulations and best practice. |  |  |  |  |
| Remuneration | Process payroll and related remuneration issues and accounts information. |  |  |  |  |
| Business cases | Understand and support the processes associated with preparation of business cases. |  |  |  |  |

# 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 HR-related issues and processes, e.g. staff review and development. |  |  |  |  |
| Recruitment | Select and interview as part of an inclusive recruitment process. |  |  |  |  |
| Legislation and best practice | Interpret both University policy and employment legislation and promote best practice.  Advise and guide on specialist employment-related 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, networks and groups at local 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 | Conduct limited 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**  **Individual**  **M/E/D** | **2**  **Manager**  **M/E/D** | **3**  **Agreed result**  **M/E/D** | **4**  **Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Policy/systems development | Identify changes to existing local processes.  Interpret, adapt and implement University level systems for effective use at local 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** |
| --- | --- | --- | --- | --- | --- |
| Facilitation | Facilitate meetings and events and provide straightforward training in specialist areas at local level. |  |  |  |  |

# 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, Recruitment Admin System (RAS), HERA. |  |  |  |  |

# 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 | Work systematically on a number of tasks simultaneously using effective prioritisation. |  |  |  |  |
| Improving organisational systems | Make recommendations for streamlining local systems. |  |  |  |  |

## Specialist Skills (Applicable to Some Staff Only)

# Equality & Diversity

| **Skill area** | **Skills** | **1**  **Individual**  **M/E/D** | **2**  **Manager**  **M/E/D** | **3**  **Agreed result**  **M/E/D** | **4**  **Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Policy and legislative guidance | Understand the complexity and sensitivity of equalities legislation. |  |  |  |  |
| Engagement with audience | Positively and proactively engage, without prejudice, with a diverse range of groups, networks and individuals with specific life experiences. |  |  |  |  |
| Market data analysis and consultation | Undertake consultation, data gathering and analysis to help identify key issues/objectives. |  |  |  |  |

# Childcare Services

| **Skill area** | **Skills** | **1**  **Individual**  **M/E/D** | **2**  **Manager**  **M/E/D** | **3**  **Agreed result**  **M/E/D** | **4**  **Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| Policy and legislative guidance | Understand the complexity and sensitivity of childcare legislation. |  |  |  |  |
| Market data analysis | Undertake consultation, data gathering and analysis to help promote key childcare issues at a local level. |  |  |  |  |
| Mandatory qualifications | Hold a level of qualification appropriate to support the management of a childcare setting, i.e. Level 3 in Early Years/Playwork. |  |  |  |  |