

Secondment Achievement Record Grade 4

Please use this form as required to record the achievements, progress and development of the secondee throughout the secondment. Sections 2 and 3 contain the skills and attributes identified for a Grade 4 administrative role. Please adapt the skills to suit the seconded role.

Section 1: SUMMARY

Name:	Dates of secondment:
Home Department:	Host Department:
Home line manager or equivalent:	Host line manager or equivalent:
Substantive role and grade:	Seconded role and grade:

Brief summary of role undertaken by secondee

'Host' line manager to comment on how the secondment went, including particular achievements and strengths, useful feedback for secondee and/or their home department

Secondee to comment on how they felt the secondment went, including achievements, challenges, what worked well

Future development needs, including any skills that could be built on following return to home dept, any new areas that have been identified during the secondment.

Signed (Host line manager) _____ Signed (secondee) _____ Signed (Host line manager) _____

Date of review _____

Section 2: SKILLS

Skill area	Skills	Devt need at start	Devt achieved during secondment	Please comment on progress made and achievements in relevant skill areas
Resource Management (people/finance)				
<i>Resource allocation and budgeting</i>	Assist in monitoring resources and expenditure against budgets.			
<i>Financial regulations</i>	Demonstrate some awareness of financial regulations.			
<i>Remuneration</i>	Support remuneration issues and accounts information.			
<i>Financial procedures</i>	Process invoices and orders and handle petty cash.			
HR Operations				
<i>Issues and processes</i>	Assist in the management of a range of HR-related issues and processes, e.g. holiday and sickness records.			
<i>Recruitment</i>	Manage the administration associated with an inclusive recruitment process.			
<i>Legislation and best practice</i>	Demonstrate some awareness of University policy and employment legislation.			
Research Administration				
<i>Coordinate administrative support</i>	Assist with the administrative support for research applications.			
<i>Compliance with ethical guidelines</i>	Demonstrate some awareness of ethical guidelines and relevant legislation			
Teaching and Learning Support				
<i>Materials and curriculum development</i>	Assist with the administration of local teaching and learning support activities.			
Facilities Management				
<i>Maintenance</i>	Carry out equipment maintenance checks and repairs and/or oversee repair or replacement.			
<i>Managing use of facilities</i>	Assist with the management of use of facilities by local, University and external users.			
<i>Health, safety and security</i>	Respond to health, safety and security issues.			
Committee Skills				
<i>Service and chair</i>	Support the servicing of committees and groups at local and University level.			
Analysis and Investigation				
<i>Gather data</i>	Gather and manipulate data.			
<i>Analyse</i>	Prepare and collate results for interpretation by others.			
Policy, Process and Systems				
<i>Policy/systems development</i>	Assist with the identification of changes to existing local practices and processes.			
Customer Service and Public Relations				
<i>Fundraising</i>	Assist in the delivery of appropriate information in response to enquiries.			
<i>Publicity materials</i>	Assist in the maintenance of publicity resources and materials.			
IT				

Skill area	Skills	Devt need at start	Devt achieved during secondment	Please comment on progress made and achievements in relevant skill areas
<i>Software skills</i>	Competently use Microsoft Office and web-based database systems, e.g. CHRIS.			
<i>Database skills</i>	Operate specialist databases and software, e.g. CamSIS, Recruitment Admin System (RAS).			
Organisation and Time Management				
<i>Prioritising</i>	Organise and priorities own workload.			
<i>Improving organisational systems</i>	Identify areas/processes in need of streamlining.			
Project Management				
<i>Project leadership</i>	Support small-scale projects (e.g. at a level of up to £5k involving self/others).			
<i>Project support</i>	Support small to medium-scale projects, involving multiple stakeholders.			

Please list additional skill areas appropriate to the role

Section 3: ATTRIBUTES

Attribute	Positive Indicators	Dev't need at start	Dev't achieved during secondment	Please comment on progress made and achievements in relevant attribute areas
1) Communication C: Communicates effectively and appropriately with a variety of stakeholders including external partners, teams, colleagues and contacts.	Communicates clearly and concisely both orally and in written documents Recognises the need to adapt style and delivery according to the situation. Supports arguments and recommendations effectively. Ensures that important messages are communicated within the Institution. Shares information as appropriate and checks understanding. Ensures that communication has a clear purpose. Responds constructively and effectively to questions and comments.			
2) Relationship Building C: Maintains working relationships with existing partners. Works effectively within a team or work group as appropriate.	Seeks to understand the key priorities of stakeholders and gain their commitment through consultation and involvement Shows interest in team members and is aware of their needs and circumstances. Develops good relationships and cooperation within the team and with other colleagues Actively promotes the interest of the University within partnerships and networks Ensures that colleagues, students and internal and external contacts are satisfied with assistance that they receive. Actively seeks the ideas and suggestions of others Focuses on contribution to team performance and recognises that of others			
3) Valuing Diversity Considers and respects the ideas, circumstances and feelings of others. Treats everyone with fairness and respect, adhering to the principles of diversity and inclusion.	Promotes an inclusive environment which values equality of opportunity and diversity Role models the highest standards of behaviour. Challenges or reports inappropriate attitudes, language and behaviour that is abusive, aggressive or discriminatory Acknowledges and respects a broad range of social and cultural customs, beliefs and values within the law Demonstrates mutual respect, tolerance and integrity Listens to and respects others' views and opinions			
4) Achieving Results D: Gathers information to understand problems and issues, making recommendations and/or taking action as appropriate. Manages own workload effectively.	Takes in information quickly and accurately. Identifies where to get information when trying to solve a problem. Gathers sufficient information to understand issues fully, and consults those with relevant knowledge. Reviews all the information gathered to understand the situation and draw logical conclusions. Is confident to use initiative where appropriate. Resolves issues at an early stage before they become significant. Remains impartial and avoids making assumptions. Contributes effectively to institutional performance. Acts positively and with determination when under pressure			

Attribute	Positive Indicators	Devt need at start	Devt achieved during secondment	Please comment on progress made and achievements in relevant attribute areas
5) Strategic Focus D: Demonstrates awareness of the University's direction; understands and supports its mission	Understands and supports what the University is working to achieve. Understands what other areas of the University do and where to get information. Understands how own role contributes to the goals of the University. Thinks through the wider consequences of own actions. Co-operates with University policy and procedures Understands and supports what the University is working to achieve. Understands what other areas of the University do and where to get information.			
6) People Development D: Takes ownership of own performance and development. Assists and supports the development of others.	Offers and provides guidance, support, induction and training to colleagues. Sets high performance standards for self. Seeks opportunities to improve own job related knowledge. Takes ownership for personal development. Makes proactive use of the services of Personal and Professional Development. Participates fully in the Staff Review and Development Scheme. Acts upon feedback of own performance. Offers and provides guidance, support, induction and training to colleagues. Sets high performance standards for self. Seeks opportunities to improve own job related knowledge.			
7) Negotiating and Influencing D: Persuades and influences colleagues through involvement and consultation	Seeks, considers and understands alternative opinions. Shows willingness to accommodate the needs of others. Thinks through possible issues and raises these as appropriate. Clearly explains the reasons behind actions. Shows willingness to accommodate the needs of others.			
8) Innovation and Change D: Understands the need for change, demonstrates flexibility and is willing to try new approaches	Proposes new ideas in relation to own work. Supports new ideas and initiatives with enthusiasm. Contributes to innovative ideas within own team. Seeks to improve and update knowledge. Demonstrates willingness to try unfamiliar tasks. Proposes new ideas in relation to own work.			