Grade 3 Mechanical Workshop Technicians: 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

| **Skill area** | **Skills** | **1**  **Individual**  **M/E/D** | **2**  **Manager**  **M/E/D** | **3**  **Agreed result**  **M/E/D** | **4**  **Agreed development needs** |
| --- | --- | --- | --- | --- | --- |
| IT | Use of e-mail software |  |  |  |  |
| Organisational/ time management | Prioritise effectively when presented with multiple demands over a period of hours |  |  |  |  |
| Budgeting/finance | Ordering supplies  Obtaining quotations |  |  |  |  |
| General Workshop | Use of hand tools  Use of range of workshop equipment including measuring equipment |  |  |  |  |
| Numeracy | Numerate – able to carry out straightforward dimensional work |  |  |  |  |
| Manual handling | Manual handling |  |  |  |  |
| Driving | Current driving licence |  |  |  |  |
| Customer Service | Present a pleasant and professional attitude to the customer. |  |  |  |  |
| Other requirements | Manual dexterity  CGLI-level mechanical engineering; GCSE/O-level qualification; general w/shop skills to NVQ 2/3  General experience of engineering laboratory work (2 years)  Knowledge of relevant safety rules |  |  |  |  |