Grade 4 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 CAD/IT packages  Design of (parts of) simple devices |  |  |  |  |
| Organisational/ time management | Organise own workload on daily/weekly basis |  |  |  |  |
| Analytical | Test devices to check functionality; recognise non-conformity |  |  |  |  |
| Budgeting/finance | Ordering supplies  Obtaining quotations |  |  |  |  |
| Research | Research into use/s of materials/techniques using available manuals |  |  |  |  |
| General Workshop | Use of hand tools  Use of a wide range of w/shop machinery (inc precision measuring devices and CNC machines |  |  |  |  |
| Numeracy | Numerate – able to carry out straightforward dimensional work, including areas, volumes |  |  |  |  |
| Manual handling | Manual handling |  |  |  |  |
| Driving | Current driving licence |  |  |  |  |
| Customer Service | Present a pleasant and professional attitude to the customer. Deal effectively with customers, e.g. explaining fault in a design |  |  |  |  |
| Other requirements | Manual dexterity  Intermediate CGLI/ONC/OND-level mechanical engineering; HNC-level qualification in an engineering subject  Apprenticeship followed by some on-the-job training (total 5++ years)  Understanding of engineering drawings  Knowledge of relevant safety rules  CNC programming |  |  |  |  |