Grade 6 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 CNC/CAD software – modify complex code Use Word, Excel to produce design brief/ costing  Detailed design of (parts of) devices |  |  |  |  |
| IT | Design skills using IT CAD packages; produce original code for complex multipart jobs; proficient in Outlook, Word, Excel, eg to produce design brief, schedule of materials and costs |  |  |  |  |
| Organisational/ time management | Manage and organise a range of activities and exercise judgement in organising and prioritising workload amongst own team; forward planning skills over a period of 1-4 months |  |  |  |  |
| Training/facilitation | Train others in individual technical skill areas |  |  |  |  |
| Analytical | Analysis/interpretation of test results to check devices designed/made; single data sets checked against specification; simple anomalies identified and rectified |  |  |  |  |
| Project Management | Project management skills eg of a single-person well defined project over a few weeks |  |  |  |  |
| Budgeting/finance | Financial/budgeting skills for project such as above; no or limited responsibility as budget holder |  |  |  |  |
| Research | Research into use/s of materials/techniques  eg from a single established source regarding routine activity |  |  |  |  |
| General Workshop | Use of hand tools; use of a wide range of w/shop machinery (inc precision measuring devices); appreciate limitations of tools and techniques; make suggestions for improvement |  |  |  |  |
| Numeracy | High level of numeracy; carry out all basic operations; volumes of complex shapes; percentage changes; estimation |  |  |  |  |
| Customer Service | Deal with angry/difficult customers; present a pleasant and professional attitude to the customer; advisory skills; explain a current difficulty in progress of a job |  |  |  |  |
| Other requirements | Manual dexterity; advanced CGLI-level mechanical engineering; HNC/HND-level qualification in an engineering subject;  apprenticeship followed by on-the-job training (total 5+ years); understanding of engineering drawings; knowledge of relevant specialism/preparation techniques; knowledge of relevant safety rules; supervisory qualification where appropriate |  |  |  |  |