Grade 7 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 | Design skills using IT CAD packages; produce design brief for multiple staff; integrate code from a number of staff into a project; resolve conflicts/bugs; proficient in Outlook, Word, Excel, plus use of MS Project; able to integrate objects from multiple packages |  |  |  |  |
| Organisational/ time management | Manage and organise a range of activities and exercise judgement in organising and prioritising workload amongst own team, customers; forward planning skills over period of apx six months (e.g. refurbishment project) |  |  |  |  |
| Training/facilitation | Training skills/presentational skills; longer-term coaching in eg project management; production of briefing documents and short technical presentations |  |  |  |  |
| Analytical | Analysis/interpretation of drawings and test results to check designs; multiple data sets checked against reference data/benchmarks; anomalies identified and rectified |  |  |  |  |
| Project Management | Project management skills eg multiple people working on a well specified project over several months (staff and resources all under own control) |  |  |  |  |
| Budgeting/finance | Financial/budgeting skills for project such as above, holding budget of c. £10k, make and approve purchases |  |  |  |  |
| Research | Research into use/s of materials/techniqueseg from multiple novel sources, discussions with company reps |  |  |  |  |
| 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, and implement if holding budgetary authority |  |  |  |  |
| Numeracy | High level of numeracy |  |  |  |  |
| Customer Service | Deal with angry/difficult customers; present a pleasant and professional attitude to the customer; advisory skills; explain a current difficulty, with reference to complex circumstances beyond own control eg multiple failure of a supplier to meet requirements |  |  |  |  |