Grade 8 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 |  |  |  |  |
| IT | Design skills using IT CAD packages; interpret and integrate code and designs from multiple sources; make improvements to performance or manufacture of whole job using IT; fluent in use of all MS Office packages and specialist software; ability to evaluate and select appropriate packages for use across team |  |  |  |  |
| Organisational/ time management | Manage and organise a range of activities and exercise judgement in organising and prioritising workload amongst own team, customers, external suppliers, other University parties; forward planning skills, including setting strategy for development and implementation (eg long-term training programme over several years) |  |  |  |  |
| Training/facilitation | Training skills/presentational skills; development of training facilities and policies; production of business case; delivery of complex arguments |  |  |  |  |
| Analytical | Analysis/interpretation of drawings and test results to check designs; multiple sets of data from different sources synthesised and checked empirically against reference data/benchmarks; multiple design adjustments to eliminate anomalies |  |  |  |  |
| Project Management | Project management skills eg multiple people (may or may not be under own control) working on a less defined project over many months; manage resource constraints with external suppliers/contractors; negotiate solutions |  |  |  |  |
| Budgeting/finance | Financial/budgeting skills for project such as above; understanding of risk and contingency; set and hold budgets of c. £50k (either annual or capital expenditure budgets) |  |  |  |  |
| Research | Research into use/s of materials/techniqueseg from multiple novel sources, synthesising data and information to produce operational design or plan |  |  |  |  |