
The role holder is required to be supportive and encouraging of others in a team. They would help to

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The role holder is required to be party to some collaborative decisions and work with others to reach an optimal conclusion. The decisions would have an impact of defined spread which may endure for some time. *Example: as part of a recruitment and selection panel deciding which candidate to appoint, or making decision with others within the School/Undergraduate office on complex cases of students intermitting, or deciding with others on policy or procedural changes.*

The role holder is required to provide advice or input to contribute to the decision making of others. The decisions would have an impact of defined spread which may endure for some time. *Example: advising managers on the best way to proceed with student or employee disciplinary or grievance issue, or advising departments on how to implement changes to assessments.*

PLANNING AND ORGANISING RESOURCES

The role holder is required to plan, prioritise and organise the work or resources of self and others within own area on a daily, weekly or monthly basis. They would plan and manage small projects, ensuring the effective use of resources. They would receive information from and provide information to others to complete their planning and monitor progress against the plan. *Example: managing a portfolio of projects, or planning the work of the team and being responsible for delegating tasks where appropriate.*

INITIATIVE AND PROBLEM SOLVING

The role holder is required to use initiative and creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning,

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TEAM DEVELOPMENT

The role holder is required to advise or guide new starters working in the same role or unit on standard information or procedures. *Example: regularly inducting or planning the induction of new members of staff.*