**Job Level Assessment -   
Additional Information Form**

**Version 1.0 (June 2024)**

**Details of the role submitted for Job Level Assessment**

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| **Job title** |  | **Faculty/School/ Department** |  |
| **Managers name to contact for further information if required** |  | **Managers job title** |  |

Provide more information below to support the job levelling assessment. Should you require any advice or support in completing this form, please seek advice from your HR Business Partner in the first instance. Information provided should be succinct and outline the key points relating to the role and should help describe the context that role will be required to operate in.

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| **Reason for submitting this role for a job level assessment**   * *What changes are being made within the faculty/school/department that is affecting the structure or job design (eg are there new responsibilities to the faculty/school/department or is a service being transferred from elsewhere)?* * *What are the changes to this role seeking to achieve (eg what is not working or what needs to improve, or is there something new that needs to be done)?* |
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| **Technical and professional expertise**  *The job profile should effectively describe the areas of responsibility of the role, supported by the person specification requirements that describes the knowledge and experience required to deliver the responsibilities of the role.*   * *Please provide 2 or 3 examples of the most technically challenging aspects of the role, that demonstrate the level of experience/knowledge required to perform at a satisfactory level in this role.* * *Provide a short paragraph to provide an example of when they would refer a problem/technical issue to their manager or another appropriate person for support (if applicable).* * *Describe any areas where they are the technical expert and where their manager/supervisor would generally rely on them to provide/recommend a solution.* |
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| **Planning/co-ordinating**  *In a few short paragraphs tell us:*   * *Over what timeframe are they planning and co-ordinating work, is that for themselves and for others (ie they would generally receive day-to-day instruction from their manager/supervisor or they will be planning their own work/the work of the service faculty/school/department/area (describe the areas of responsibility) and is this typically over 1-5 days/weeks/months/years).* * *If applicable, briefly describe how the role holder influences/impacts the work of others. For instance, are they required to integrate/co-ordinate duties/service internally and/or externally? If so, please describe how? Are they influencing/driving/leading change across broader areas outside their immediate area of responsibility internally and or externally?* |
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| **Communicating and influencing skills**  *In a short paragraph, please describe how the role communicates and influences others, both internally and externally, for instance:*   * *Who this role interacts with, why and how?* * *Tell us what the purpose of that communication is ie answer customer calls, advise on policy/procedures, negotiate/ consult with others, deliver/drive/lead change, integrate/implement proposals and organisational change.* |
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| **Problem solving**  *In a short paragraph provide examples of a typical and most complex problem/challenges the role holder will be expected to deal with and describe how they would resolve them, for instance:*   * *Will the solutions/resolution be readily available to them in the form of guidance/process/policy* * *or will they face similar situations that require identification of the appropriate solutions through previous learnt experience* * *or will they face differing situations requiring the identification and selection of solutions through the application of acquired knowledge* * *or will they face new situations that require the analytical, interpretive and/or constructive thinking in the development of solutions that require a degree of evaluative judgement* |
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| **Decision making**   * *Is the job holder able to make decisions independently without referring to anyone else, if so give an example of the most complex decision they will make.* * *Tell us what decisions the job holder can make, what boundaries or controls are in place, and which decisions are referred on and to whom.* |
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| **Financial responsibilities**   * *Does the job holder have any financial/budgetary responsibility? Or does their role contribute to or impact on other/wider budgetary responsibilities within the University (this could be through income generation or through delivering savings/efficiencies).* * *What is the budgetary value?* * *Is budgetary responsibility essential to the purpose of their job?* |
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| **Current post holder**  *If the role has a current post holder – please confirm their name here.* |
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