

Specialist and Supporting Academic Job Family

Job Families

A job family is a brief description of the main features of a group of roles that is similar in character, where the role holders are engaged in broadly similar work, or have broadly similar objectives. It describes career groups at a number of different levels, reflecting differences in grades. It can be used to articulate development routes, by setting out the career path and clarifying the criteria for advancement from one level to the next within the same family, or to a role within a different job family. All the families are underpinned by the same job evaluation methodology. Descriptions are general and may not explicitly describe a particular role. Staff will not necessarily carry out all of the activities described at a particular level and some staff may carry out additional duties. The objective of the job matching process is to make the best possible match of individual jobs against the job family levels. There are unlikely to be many perfect matches, but it should be possible to identify a best match in the majority of cases.

Outline Descriptions

Roles in this family provide professional expertise and support for teaching or research activities. This will range from junior positions that provide support to academic staff in their activities through to very senior appointments that contribute to the delivery of the University's strategic objectives.

Levels 1- 4

Not appropriate for this family.

Level 5

This role is typically used for those who have recently graduated and who may be undertaking a PhD. They will act in a supporting capacity and although work will be routine at times, advanced support will be provided and as such supervision is not regular.

Level 6

Role holders will develop professional skills and expertise through professional study and/or practical application and a growing awareness of developments in higher education. They will conduct academic activities with limited supervision which may include developing and delivering lectures or conducting research in accordance with the terms of the research grant contract.

Level 7

Role holders will have broad knowledge of their area and the higher education environment and will be professionally qualified. They will provide professional, specialist or high level technical advice, direction and input across a range of activities. They will contribute to the development of new academic endeavour within their School and may have a professional or industrial background. They

may lead a team permanently or in project activity and will typically be accountable for the quality of service delivery in their own practice or immediate area of responsibility.

Level 8

Role holders will be senior staff who have particular expertise in a certain area or they may have specialist professional and/or technical expertise based on a relevant professional qualification and/or extensive vocational or professional experience. They will contribute to the development of learning/teaching/research/enterprise at the highest level within their School and will provide academic leadership to more junior staff. They will have significant influence upon the structure and development of that area of activity. They will chair and participate in institutional committees and will develop and use their external networks to further the academic activity within their school.

Level 9

Role holders will make a significant contribution to the overall management and future strategy of the University. They will provide leadership in the development, delivery, assessment and evaluation of a major academic function. They will initiate, and through consultation and negotiation, establish policy changes to tackle major new issues and situations. They will have national recognition in their field of professional expertise.

Levels

Level 5

This role is typically used for those who have recently graduated and who may be undertaking a PhD. They will act in a supporting capacity and although work will be routine at times, advanced support will be provided and as such supervision is not regular.

Core Knowledge, Skills and Experience

- This role may be the first post-graduation work for a graduate who is qualified in an appropriate discipline
- Skilled in use of relevant and specialist IT
- In-depth knowledge of academic subject
- Experience of planning, progressing and prioritising work

Planning and Organising

- Will have an established workload and will have the responsibility for ensuring that the work is carried out in a timely and accurate manner
- Works independently but can refer to a senior colleague for advice and guidance where necessary
- Plans ahead on a daily or weekly basis with some consideration for the longer term
- May contribute to projects as part of the project team

Initiative and Decision Making

- Contributes ideas and innovative solutions
- Applies well developed problem solving skills through the application of initiative and judgement when solutions are not obvious
- Makes recommendations on managing/resolving more complex situations.
- Implements changes to work as requested by senior colleagues

Communication and Networking

- Will need to talk to staff and students and external colleagues to interpret their needs, discuss work requirements, establish facts, provide explanations, sometimes of a complex nature, explain procedures etc
- Will have interaction with external organisations
- Will liaise with wider University bodies
- May attend relevant meetings to ensure that issues relevant to their section/school are appropriately represented and reported
- Maintain and develop a network of contacts which may be both internal and external to the University
- May be a point of contact for queries or operational problems.
- Detailed understanding of and adherence to the University's Equal Opportunities
- Policy, IT Acceptable Use Policy and other University policies and how they apply to own work area.

Analysis, Reporting and Documentation

- Likely to be required to engage in complex record keeping and/or cataloguing to meet both internal and external requirements
- Monitor research project budgets with reference to a senior member of staff
- Be pro-active in information gathering and management

Work Examples

- Conduct workshops, tutorials and seminars with undergraduate students
- Provide support to students
- Assist academic staff with the delivery of lectures and other learning activities, e.g. lab classes
- Assist academic staff with the delivery of research projects
- Liaise with external research partners
- Present results at meetings/conferences

Teamwork

- Work as part of or in support of a team, through independent action

Level 6

Role holders will develop professional skills and expertise through professional study and/or practical application and a growing awareness of developments in higher education. They will conduct academic activities with limited supervision which may include developing and delivering lectures or conducting research in accordance with the terms of the research grant contract.

Core Knowledge, Skills and Experience

- Role holders are likely to have a PhD together with some relevant work experience
- Will have sufficient knowledge and understanding of their specialism in order to provide advice, support and services to colleagues and students without recourse to others on complex but routine matters
- Will work within policies and procedures but have the knowledge and ability to recognise where change is needed
- Will have clear and detailed understanding of the regulations and codes of practice relevant to their work
- Will be skilled in use of relevant specialist and/or complex IT packages.
- Will have an awareness of developments in higher education

Typical Work Activities

Planning and Organising

- Will plan and organise own workload
- May supervise or oversee the work of students
- May contribute to decisions about the allocation of resources and may monitor budgets and the allocation of other resources under direction
- May contribute to planning for future developments in own work area or School

Initiative and Decision Making

- Typically will work within established procedures and defined University policy using analysis and judgement to select the best approach to problems
- Will have the ability to identify where changes are needed and make appropriate recommendations
- Initiative and judgement will be required to deal appropriately with tasks with no precedent
- Will be able to deal with changing priorities and situations

Communication and Networking

- Role holders must be able to present academic information verbally or in writing, in ways that non experts can understand

- Presentation skills will be needed for the provision of knowledge transfer to students and/or industrial partners
- Required to liaise in the wider University community
- There may be contact with a variety of people including those external to the University, on a number of complex but routine issues concerning own work area
- Requires detailed understanding of and adherence to the University's Equal Opportunities Policy and how it applies to own work area

Analysis, Reporting and Documentation

- Role holders will identify and assess the often complex information and data needs of their role and manage the collection, use and presentation of data and information
- May contribute to the management of large amounts of data and information used
- May participate in project/research work to improve academic, operational or administrative services under direction

Maintenance and Management of Work Environment

- Understanding of appropriate health and safety regulations and procedures, ensuring compliance with appropriate legal standards in own work area
- In specialist technical roles there may be a requirement to construct, adapt and run sophisticated equipment for use in teaching or research

Work Examples

- Deliver lectures
- Undertake research in accordance with the research project objectives
- Conduct workshops/seminars and tutorials with undergraduate students
- Assist UG and PG students with research projects
- Participate in appropriate School committees/meetings.

Teamwork

- Provide specialist academic activity in support of a School in conjunction with other colleagues

Level 7

Role holders will have broad knowledge of their area and the higher education environment and will be professionally qualified. They will provide professional, specialist or high level technical advice, direction and input across a range of activities. They will contribute to the development of new academic endeavour within their School and may have a professional or industrial background. They may lead a team permanently or in project activity and will typically be accountable for the quality of service delivery in their own practice or immediate area of responsibility.

Core Knowledge, Skills and Experience

- Role holders are likely to have a PhD and significant experience of working in an academic environment
- In some areas a professional qualification may also be expected.
- Will have knowledge of University structures and systems and how they inter- relate
- Will have sufficient knowledge and aptitude to contribute to policy discussions, anticipate, respond to and initiate change and to take projects forward
- A wide awareness of developments in higher education.

Planning and Organising

- Role holders will liaise with others and develop collaborative relationships
- May manage a group of staff within a team or section, including a research project or act as module leader for example
- Planning of activity to feed into broader Schools plans will be required.
- Role holders may monitor resources/budgets and contribute to resource and budget planning and make recommendations about future requirements
- May co-ordinate and manage projects/services within agreed budgets

Initiative and Decision Making

- Role holders will investigate complex problems and test solutions
- Professional judgement, diplomacy and political awareness are required
- Role holders will be creative and use initiative in carrying out their work and be able to use or incorporate new techniques and methods
- Role holders will have significant professional autonomy within wider policies and precedents

Communication and Networking

- Role holders must be able to present complex information verbally and in writing at an appropriate level
- Required to persuade others in the teams, functions and projects they lead or manage, about new ways of delivering academic activities and the use of new working practices
- Role holders will have a range of contacts both internal and external to the University and may participate in relevant committees
- May represent the University externally to HEIs and external agencies.
- Will have a detailed understanding of and adhere to the University's Equal Opportunities Policy and be responsible for ensuring that it is complied with in own work area

Analysis, Reporting and Documentation

- Role holders will be able to develop systems and processes, taking into account multiple factors and analysing complex data

Maintenance and Management of Work Environment

- Thorough understanding of appropriate health and safety regulations and procedures, ensuring compliance with appropriate legal standards in own work area

Work Examples

- Be responsible for the development and delivery of teaching activities including assessment
- Supervise students at UG and PG level
- Contribute to the development and planning within the School
- Develop and produce learning materials and disseminate the results of scholarly activity
- Pursue own research agenda by developing research objectives, projects and proposals
- Identify sources of funding and contribute to the process of securing funds
- Write and contribute to publications or disseminate research findings using other appropriate media

Teamwork

- May be required to lead a group of students as part of a specific project
- Will be required to work with colleagues in order to achieve the School objectives

Level 8

Role holders will be senior staff who have particular expertise in a certain area or they may have specialist professional and/or technical expertise based on a relevant professional qualification and/or extensive vocational or professional experience. They will contribute to the development of learning/teaching/research/enterprise at the highest level within their School and will provide academic leadership to more junior staff. They will have significant influence upon the structure and development of that area of activity. They will chair and participate in institutional committees and will develop and use their external networks to further the academic activity within their School.

Core Knowledge, Skills and Experience

- Role holders will have a high level of professional competence and knowledge and are likely to have a PhD and senior academic experience gained through progressively more demanding and influential work areas, as well as demonstrating success in an important specialist area
- In many areas a professional qualification may also be expected
- People management skills
- A detailed knowledge of University structures and systems and how they inter-relate
- Sufficient knowledge and aptitude to create new procedures and working practices and develop future strategy is required
- Knowledge of project management techniques may be needed.
- Role holders will be proactive in continuing their professional development

Planning and Organising

- May make decisions about the nature or scale of resourcing across teams or complex projects
- May make final decisions on expenditure based on recommendations from others in the section
- May manage budgets on behalf of a Dean/Director and make recommendations for resources in line with future requirements
- Role holders in line management roles will provide functional leadership and input into overall staffing policy
- Role holders without formal line management duties may be involved in planning and management of major projects with significant impact across the University
- Will be expected to negotiate effectively with internal or external organisations

Initiative and Decision Making

- Role holders will develop innovative solutions, encourage the application of new ideas, contribute to strategic planning and manage change
- High level analytical and problem solving skills will be needed to develop new knowledge, policies and procedures
- Will have substantial professional autonomy within wider policies and precedents

Communication and Networking

- Role holders will be required to communicate with a wide range of people across the University to ensure the successful delivery of academic activity
- Will participate in, and may chair University committees
- Will participate in, and may lead, external networks
- Likely to represent the University externally on a regular basis and build positive relationships
- Role holders may require negotiating skills to present and promote change and developments in the teams/functions/projects they lead and manage
- Will require detailed understanding of and adherence to the University's Equal Opportunities Policy with responsibility for ensuring the compliance of others

Analysis, Reporting and Documentation

- Role holders can be required to lead research and project work activities that may involve collaborative work across functions
- Role holders will identify trends, strengths, weaknesses, opportunities and threats in their area of responsibility to enable appropriate and timely action to be taken
- Outcomes of project work may be shared with external professionals and could have significance for services across higher education

Maintenance and Management of Work Environment

- In specialist roles there may be a requirement to use or oversee the use and development of facilities and new technology to deliver agreed service standards
- Role holders may have formal responsibility for the health and safety of others
- Role holders will have a detailed understanding of appropriate health and safety regulations and procedures, ensuring compliance with appropriate legal standards

Work Examples

- Contribute to the development of research/teaching/enterprise at the highest level within the School
- Providing academic leadership to junior members of staff and to students
- Chairing and/or participating in institutional committees
- Developing and using external networks to develop research/teaching/enterprise within the school

Teamwork

- Lead a team within the same professional area or lead substantial operational projects

Level 9

Role holders will make a significant contribution to the overall management and future strategy of the University. They will provide leadership in the development, delivery, assessment and evaluation of a major academic function. They will initiate, and through consultation and negotiation, establish policy changes to tackle major new issues and situations. They will have international recognition in their field of professional expertise.

Core Knowledge, Skills and Experience

- Role holders are likely to have PhD and may have a professional qualification together with extensive, broad and deep management and leadership experience demonstrating professional development through a series of progressively more demanding and influential work areas, with evidence of significant development of specialist knowledge
- Extensive, in-depth and up to date expertise of the academic specialism
- Well developed and sophisticated people management skills will be required
- Role holders will have a broad and detailed knowledge of the University and the wider national and international higher education

Planning and Organising

- Will lead major sections, projects or initiatives, which have significant resources and strategic impact
- Will contribute to debate on University strategy and policy

- Will lead staff in a major functional area or service, developing them and raising their performance
- Long lasting decisions will be made about the nature or scale of resourcing for a function across the University

Initiative and Decision Making

- Role holders will define, construct and implement strategy for their academic area, co-ordinating multiple factors – staffing, resources, systems and procedures, and relating them to best practice
- High level professional judgement, diplomacy and political awareness will be required
- The ability to create original developments or innovations will be required
- Independent and collaborative decision making is likely to have a long term and/or considerable impact

Communication and Networking

- Role holders will participate in wider University structures and governance beyond immediate area of responsibility by working with senior colleagues from all areas of the University, with committees and external bodies, providing high level advice
- Will develop and maintain effective working relationships with a wide range of contacts through formal and informal networks
- Will have international recognition in their area of expertise.
- Will have formal responsibility for managing compliance with the University's Equal Opportunities Policy

Analysis, Reporting and Documentation

- High level analytical skills and creative thinking will be utilised in pathfinding situations

Maintenance and Management of Work Environment

- As Heads of Sections role holders may have formal health and safety responsibilities and be required to plan for the development or updating of facilities and equipment

Work Examples

- Demonstrate innovation in academic development, design and delivery
- Successfully contribute to, develop, implement and progress strategic and development plans
- Participate in institutional governance and decision making
- Will be a leading authority in area of expertise
- Determine relevant project work objectives for staff/professional teams.
- Take responsibility for the implementation of regulatory requirements across the function to ensure quality and compliance
- Manage the budget for their function and ensure effective service operation within their budgets

Teamwork

- Will lead, direct and manage a major area of activity or professional function across the University
- Will make a significant contribution to its overall management and future strategy