

ROLE PROFILE GRADE 6 (Clerical)

Role Title	Points Range
Grade 6 (Clerical)	231 - 270

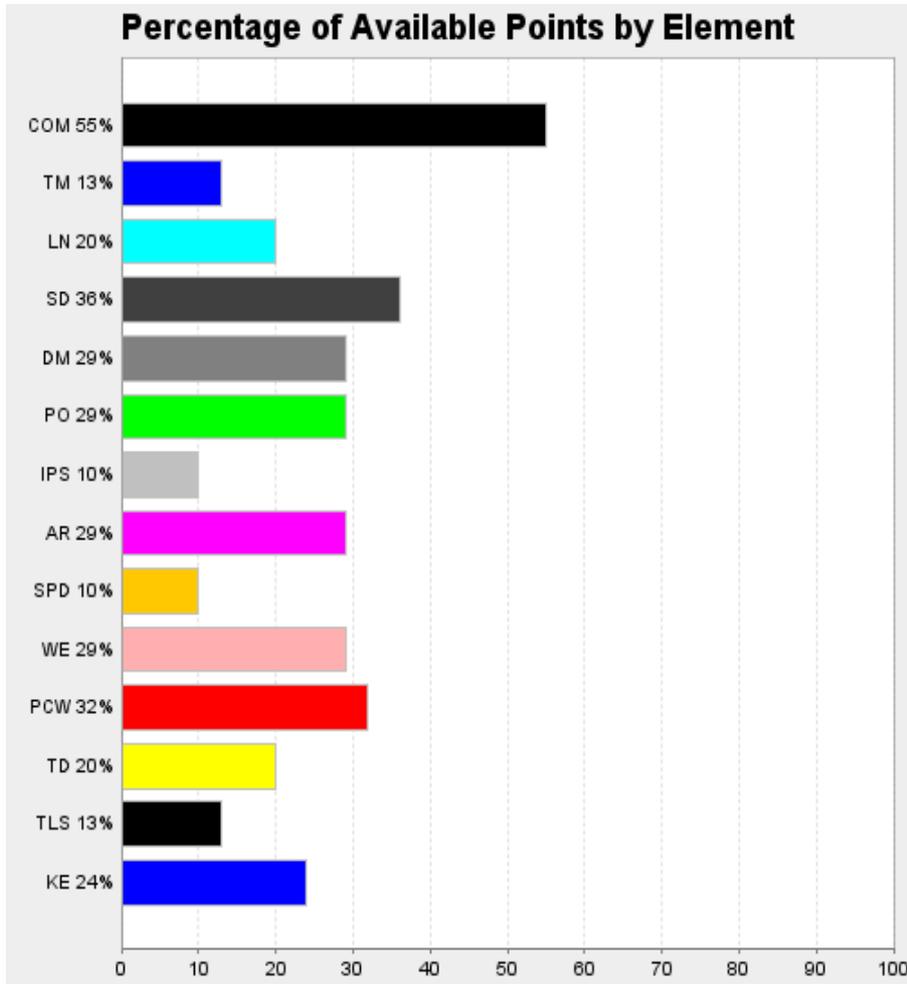
<p>1. COMMUNICATION</p> <p>(a) Oral Communication. Will frequently receive, understand and convey straightforward information in a clear and accurate manner. Examples might include, replying to simple requests for information, passing on messages and handling routine telephone enquiries. In addition, the role holder may also frequently receive, understand and convey information which needs careful explanation to help others understand; taking into account what to communicate and how best to convey the information to others. Examples might include explaining procedures, regulations or course requirements, showing someone how to operate equipment or providing feedback where tact and diplomacy are required.</p> <p>(b) Written Communication. Will frequently receive, understand and convey straightforward information in a clear and accurate manner. Examples may include, taking messages, preparing standard letters, confirming appointments and handling straightforward correspondence including emails. May also be occasionally be required to receive, understand and convey written information that needs careful explanation or interpretation to help others understand; taking into account what to communicate and how best to convey the information to others. Examples may include occasionally; writing notes of formal meetings, writing up notes of experiments, writing brochures or advertising material or drafting guides to course modules.</p>
<p>2. TEAM WORK AND MOTIVATION</p> <p>Mainly be required to participate in and deliver their contribution to a team, be co-operative when asked but may not be required to take a proactive role in the team.</p> <p>In addition may also be required to be supportive and encouraging of others in the team or to help build co-operation by setting an example and showing a flexible approach to delivering team results. For example occasionally offering support to colleagues in a team where members are pulling together or the team is self directed, leadless or has a remote leader.</p>
<p>3. LIAISON AND NETWORKING</p> <p>Generally required to carry out standard day to day liaison with people outside their immediate work team using existing procedures in order to either; a) to pass on information promptly by keeping people informed to ensure co-ordination of effort and that work is done effectively or b) ensure dissemination of information in the right format to the right people at the right time; build relationships and contacts to facilitate future exchange of information.</p> <p>May also be required to participate in networks within the institution or externally in order to pass on information promptly; keep people informed to ensure co-ordination of effort and that work is done effectively. An example may include being part of a Health and Safety Committee or forum.</p>
<p>4. SERVICE DELIVERY</p> <p>Mainly required to deal with internal or external contacts who ask for a service or require information; create a positive image of the institution by being responsive and prompt in responding to requests and referring the user to the right person if necessary. Contact is usually initiated by the customer and typically involves routine tasks with set standards or procedures. Examples may include responding to requests for information from employees, students, parents or members of the public.</p>

5. DECISION MAKING PROCESSES
<p>May be required to make independent decisions which have a minor impact, that affect only the role holder or immediate colleagues and can be undone quickly with little implication. Examples may include choosing stock from a preferred suppliers list, deciding when to hold a meeting or buying low cost items within a local budget.</p> <p>May be required to be party to some collaborative decisions; work with others to reach an optimal conclusion which have a minor impact. For example decisions made between the role holder and their manager about routine work matters.</p> <p>May also be required to provide advice or input that will contribute to the decision making of others which have a minor impact, such as giving feedback on the usage of a service or recommending a product to sell/buy.</p>
6. PLANNING AND ORGANISING RESOURCES
<p>Generally required to plan, prioritise and organise their own work or resources to achieve agreed objectives. Examples may include deciding how and when to respond to requests for information, when to order replacement stock or designing and making a piece of equipment or software.</p>
7. INITIATIVE AND PROBLEM SOLVING
<p>Mainly required to solve standard day to day problems as they arise either by choosing between a limited number of options which have clear consequences, by following guidelines or referring to what has been done before. The role holder should be able to recognise when a problem should be referred to others. Problems dealt with will usually be the type that recurs on a regular, routine basis.</p>
8. ANALYSIS AND RESEARCH
<p>Will mainly be required to analyse routine data or information using predetermined procedures and gathering the information from standard sources; work accurately to complete the task precisely as specified. Examples may include providing statistics using standard techniques (e.g. on spreadsheets), providing data for payroll purposes, carrying out literature and database searches or monitoring resource usage such as expenditure against a budget.</p>
9. SENSORY AND PHYSICAL DEMANDS
<p>Generally required to complete basic tasks which require either a minimum of instruction or light, if any, physical effort, involving the use of simple generally available tools or equipment. Examples might include using standard office or laboratory equipment, light gardening or maintenance tools, basic kitchen equipment or occasionally moving goods/light objects/equipment.</p>
10. WORK ENVIRONMENT
<p>Generally required to work in an environment which is relatively stable and has little impact on the role holder or the way in which work is completed, for example working in an office.</p>
11. PASTORAL CARE AND WELFARE
<p>Mainly required to show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress; initiate appropriate action by involving relevant people. Examples may include being responsible for a number of people, being the first point of contact for welfare issues and dealing with these situations as a normal or routine part of the role.</p>

12. TEAM DEVELOPMENT
Occasionally required to advise or guide new starters working in the same role or unit on standard information or procedures. Examples might include showing a new member of staff around, explaining administrative systems and procedures.
13. TEACHING AND LEARNING SUPPORT
This is either not a requirement for the role OR May be required to introduce students or those new to the area (staff outside of the role holders immediate work team) to standard information or procedures. Examples may include providing simple demonstrations or explanations such as explaining the use of the library, demonstrating how to use simple equipment or outlining the procedure for enrolling on a course/module.
14. KNOWLEDGE AND EXPERIENCE
Generally required to have sufficient knowledge or expertise to work on day to day issues in their own area without direct or continuous reference to others. The level of knowledge required will typically be gained following a short period of practical training and may include some elementary or introductory study. Examples may include requiring previous basic supervisory skills, knowledge of work processing packages, understanding the use of an established practice, procedure or techniques.

EXAMPLE OF POSSIBLE SCORING FOR A GRADE 6 CLERICAL ROLE

This is only an illustrative example of how a role in Grade 6 generally may score on each element. Please note that there will be some variance in the percentage of points given for each element for each individual role. The graph below should only be used as a guide.



- Com Communication
- TM Team Work and Motivation
- LN Liaison and Networking
- SD Service Delivery
- DM Decision Making
- PO Planning & Organising
- IPS Initiative and Problem Solving
- AR Analysis and Research
- SPD Sensory and Physical Demands
- WE Work Environment
- PCW Pastoral Care and Welfare
- TD Team Development
- TLS Teaching and Learning Support
- KE Knowledge and Experience