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**Key duties and responsibilities:**

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**Effective Behaviours**

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#### University Employment Policy:

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the Data Protection Act and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University's Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested

**I Organisational Chart**

The organisational chart comprises of the role, the manager of the role and any direct reports to the role.



Disabled applicants meeting the Essential criterion will be guaranteed an interview as part of the University’s commitment to the Disability Confident Scheme.

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**Job Hazard Assessment**

Any identified hazards have undergone appropriate Risk Assessments.

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| Please tick all relevant workplace hazards identified with this post.Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitisers, Biological Agents Class 2 and above and GMOs. |
| Display screen ☐equipment | Manual handling ☐ | Prolonged standing ☐e.g. 1 hour plus | Prolonged sittinge.g. 1 hour plus | ☐ |
| Biological agents: ☐Class 2 and above and GMO Class 1 | Human blood, ☐tissue or fluids | Respiratory sensitisers ☐or laboratory allergense.g. animals | Skin Irritants/Chemicals ☐ |
| Work in confined ☐Places | Ionising radiation ☐ | Noise (more than 80 ☐dba-8 hrs. taw) | Lone working | ☐ |
| Use of ☐dangerous machinery | Electrical hazards ☐ | Shift work/night work ☐ | Work outdoors | ☐ |
| Neck & arm ☐vibrating equipment | Fork lift truck driving ☐ | Work at heights ☐ | Lasers | ☐ |
| **Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office:**e.g. |
| **Physical demands of the job** | Lifting ☐ | Carrying | ☐ | Bending ☐ | Pushing | ☐ |
| **If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency:**e.g. |
| **Travel/Off-site working:** | % of time | UK ☐ | Overseas ☐ |
| **Driving for work:** | None ☐ | Occasionally ☐ | Weekly ☐ | Daily ☐ |
| **Management responsibility:** | Supervisor | ☐ | Non-supervisory ☐ |
| **Hours of work:** | Full time | ☐ | Part time ☐ hours: |
| **Non-standard contractual hours?** (evenings/weekends) Frequency, number of hours, type of work outside standard hours: |
| Other – including occasional or possible work hazards (please specify nature and frequency): |

**Guidance Notes to Sections 1-14:**

Please complete this form by providing examples of the role requirements for each of the 14 elements. Guidance is provided in the **HERA 14 Elements Guidance Notes**, which you are encouraged to refer to when completing this form, and provides explanations for each of the 14 Elements and examples to best assist in the detailed completion of this form.

Think carefully about the role content that is required to be undertaken to ensure the job holder is meeting the requirements. Endeavour not to consider a current or previous incumbent of a role, as this evaluation is about the role requirements and not about the peson undertaking the role.

Not all the questions will be relevant to your role but it is important that you fully detail with evidence and examples against the questions. Please write ‘not applicable’ against sections that are not relevant to your job.

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| **Activities** | **Examples of role requirements** |
| **1 Communication (Oral and Written)** |
| Examples of Role Requirements |
| **2 Teamwork and motivation** |
| Examples of Role Requirements |
| **3 Liaison and networking** |
| Examples of Role Requirements |
| **4 Service delivery** |
| Examples of Role Requirements |
| **5 Decision making** |
| Examples of Role Requirements |
| **6 Planning and organising resources** |

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| Examples of Role Requirements |
| **7 Initiative and problem solving** |
| Examples of Role Requirements |
| **8 Analysis and research** |
| Examples of Role Requirements |
| **9 Sensory and physical demands** |
| Examples of Role Requirements |
| **10 Work environment** |
| Examples of Role Requirements |
| **11 Pastoral care and welfare** |
| Examples of Role Requirements |
| **12 Team development** |
| Examples of Role Requirements |
| **13 Teaching and learning support** |
| Examples of Role Requirements |

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| **14 Knowledge and experience** |
| Examples of Role Requirements |
| **Any other significant activities not included above?** |