

PERSON SPECIFICATION REPORT

Academic Registrar 2017 Grade: E4

TEAM DEVELOPMENT

Provides induction material and early experience to help new colleagues learn their job and become part of the team quickly.

Acts as a 'buddy', coach and role model to new colleagues without waiting to be asked.

Produces material to help others learn.

Recognises when a colleague needs help and provides appropriate guidance.

Constructively suggests ways in which other team members could improve their performance.

Plans and generates training and development opportunities to meet team members' current and future learning needs.

Enables team members to apply their learning.

Evaluates learning and development activities with those involved.

TEAMWORK AND MOTIVATION

Develops objectives in ways that enable team members to contribute and identify with collective objectives.

Finds ways for individuals to achieve their objectives and development plans without compromising the team's priorities.

Creates a sense of common purpose.

PASTORAL CARE AND WELFARE

Calms and reassures those in distress.

Provides assistance recognising the limits of own ability and responsibility.

Refers to others when extra help is needed.

Deals with difficult situations or confidential matters, according to policy and procedures.

Involves others or refers elsewhere for assistance if the situation becomes more complex and if additional help or information is required.

Provides support for those in considerable distress or requiring long term, complex support.

Identifies when assistance and support is not needed.

Monitors progress and recognises when additional interventions are required.

Draws on other resources for assistance, information and support for self and individual concerned.

Disengages when it is right to do so.

Reflects on practice and engages in appropriate self -development.

COMMUNICATION

Communication is initiated in a timely fashion.

Information is summarised accurately.

Recipient's reactions are noticed and appropriate responses are given.

Delivery methods are chosen and tailored to aid understanding and meet the needs of others.

Takes action to correct any misunderstandings or mistakes.

Checks on recipient's understanding and takes action to remedy any miscommunications.

Adapts style in response to feedback .

Summarises and interprets complex, conceptual and special matters to aid others' understanding.

Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes.

PERSON SPECIFICATION REPORT

Academic Registrar 2017 Grade: E4

Monitors understanding of others, develops approach and takes corrective action if required.

Written material is well structured, clear and concise.

Consideration is given to others' needs when choosing how to present the material.

Anticipates the others' needs for information.

Adjusts the level of content to suit audiences with varying levels of understanding and ability.

Provides information in a suitable format so that the others' needs are met.

Uses a range of different formats, chosen to suit diverse needs.

Conveys information of a complex, conceptual and specialist nature using a range of styles and media selected to meet the needs of others.

Presents complex information in formats appropriate to non- specialists without comprising meaning.

Monitors the reactions of others and takes appropriate steps to remedy any miscommunications.

PLANNING AND ORGANISING RESOURCES

Actively seeks information to support planning and prioritisation of work.

Ensures that time and resources are used effectively to their maximum efficiency.

Checks and reports on progress and achievement against plans to key parties.

Develops plans to take account of problems, delays and new priorities.

ALSO IMPORTANT: Gathers information to identify future demands and opportunities and develops longer term plans.

Co-ordinates the work of others to improve performance and use of resources.

Involves other areas appropriately and co- ordinates effort and resources so performance standards and shared objectives are achieved.

Reviews performance and uses experience to make improvements to planning and organisation.

LIAISON AND NETWORKING

Ensures that accurate information is passed on to the most appropriate people in a timely fashion to improve working practices.

Co-ordinates own effort with that of others so the work is completed effectively in line with team objectives.

Promotes a positive image of the organisation.

Works across team boundaries to build and strengthen working relationships.

Shares information and ideas to help others develop their practice.

Is involved in networks to pursue a shared interest as a requirement of the role.

Actively seeks to build productive and enduring relationships between teams to strengthen working relationships and foster collaboration.

Leads and develops internal networks to pursue a shared interest and influence events or decisions.

Leads and builds role related external networks to enhance the work of the organisation.

Actively seeks to build productive relationships between external bodies to benefit the organisation.

PERSON SPECIFICATION REPORT

Academic Registrar 2017 Grade: E4

Chart showing top six elements from role analysis scoring

