

Grade 4 promotion criteria

The criteria below set out what you need to do to demonstrate you meet the entry level to grade 4. Please address all of the criteria in section A and choose two of the criteria within section B.

Please read the document called Guidance for Promotion to Grade 4 before completing the application form.

Section A

Please describe how you meet **each of the** criteria in this section, using examples as appropriate.

A1	You provide information that needs careful explanation and make sure that it is understood, adapting the information as necessary depending on who you are communicating with
A2	You are an effective team member helping and supporting others in your team and taking part in discussions about the service
A3	You help to find ways to improve the service provided by your team
A4	You are involved in decisions about your own area of work and your immediate team and provide information to help others make decisions
A5	You plan and prioritise your own work ensuring that you complete tasks on time and that your work meets the required standard

Section B

Please explain how you meet **two** of the criteria in this section, using examples as appropriate.

B1	You provide direction and support to others in your team
B2	You are part of groups or networks and meet to share information with people from other areas
B3	You gather, analyse and interpret information and report your findings to others in the most appropriate format
B4	You routinely use high levels of dexterity, significant concentration or physical skills
B5	You work in a potentially hazardous environment and need to follow specified health and safety procedures

Notes for applicants: All staff are expected to operate in line with the University values and standards