

Grade 5 promotion criteria

The criteria below set out what you need to do to demonstrate you meet the entry level to grade 5. 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 5 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 identify where improvements should be made to the service that you or your team provide, and what can be done to achieve these
A2	You are involved in decisions about your own area of work and the work of your immediate team and provide information to help others make decisions
A3	You plan and prioritise your own work ensuring that you complete tasks on time and that your work meets the required standard
A4	You use your judgement, to deal with more complex queries and problems that arise
A5	You gather and interpret information and report your findings to others in the most appropriate format

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 make or contribute to decisions that have an ongoing impact beyond your immediate work team
B4	You analyse information you have gathered from different sources to understand an issue and inform your own or others' decisions
B5	You routinely use high levels of dexterity, significant concentration or physical skills
B6	You work in a potentially hazardous environment and need to follow specified health and safety procedures
B7	You regularly provide development to other team members, which could include coaching or on the job training

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