

### Grade 6 promotion criteria

The criteria below set out what you need to do to demonstrate you meet the entry level to grade 6. Please address all of the criteria in section A and choose three of the criteria within section B.

Please read the document called Guidance for Promotion to Grade 6 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 communicate complex information to people making sure they understand it   |
| A2 | You interact with people outside your team to share ideas and identify ways to improve how things are done                       |
| A3 | You are part of groups or networks to share information with people from other areas   |
| A4 | You identify where improvements should be made to the service and what can be done to achieve these                              |
| A5 | You are involved in decisions that have an ongoing impact beyond your immediate team   |
| A6 | You plan ahead and manage any resources required to ensure projects or tasks are delivered                                       |
| A7 | You analyse information you have gathered from different sources to understand an issue and inform your own or others' decisions |

#### Section B

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

|    |  |
|----|--|
| B1 | You are involved in shaping the direction of your team or specialism, directing your own and others work to achieve this                           |
| B2 | You plan activities or projects that take place over several months, monitoring progress and taking appropriate action to ensure they are achieved |
| B3 | You find ways to resolve complex problems to which there are no tried and tested solutions   |
| B4 | You work in a potentially hazardous environment and need to follow specified health and safety procedures  |
| B5 | You regularly provide development to other team members, which could include coaching or on the job training                                       |
| B6 | You undertake staff reviews for the members of your team and use these to identify training needs and agree with the person how these could be met |

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