

Professional & Managerial Grade 7 promotion criteria

The criteria below set out what you need to do to demonstrate you meet the entry level to grade 7. 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 7 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 complicated or specialist information that would not usually be easily understood by people outside your area of expertise
A2	You are involved in shaping the direction of your team, functional area or specialism, and use this to direct your own and others' work
A3	You are part of groups or networks, working with people outside your team to share ideas and identify ways to improve how things are done
A4	You set the standards for the service you deliver or for your team, reviewing these to identify any improvements
A5	The decisions you make, or are involved with, have an ongoing impact beyond your immediate team
A6	You plan activities or projects that take place over several months, ensuring these are achieved by monitoring progress and taking appropriate action
A7	You find ways to resolve challenges to which there are no tried and tested solutions

Section B

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

B1	You lead and direct the work of your team, allocating work, setting objectives, motivating the team to achieve these and supporting them in addressing barriers.
B2	You initiate, develop or lead groups or networks, either externally or within the University
B3	You provide specialist advice to inform the decisions of others where those decisions have an ongoing impact on a broad area
B4	You manage the health and safety of others and assess the impact of a potentially hazardous work environment on others
B5	You support the welfare of staff or students using University support mechanisms, referring on to specialist parties as appropriate
B6	You regularly provide development to other team members, which could include coaching or on the job training
B7	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
B8	You provide demonstrations, explanations, or straightforward training for people outside your immediate team

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