

Advancing your career at Heriot-Watt

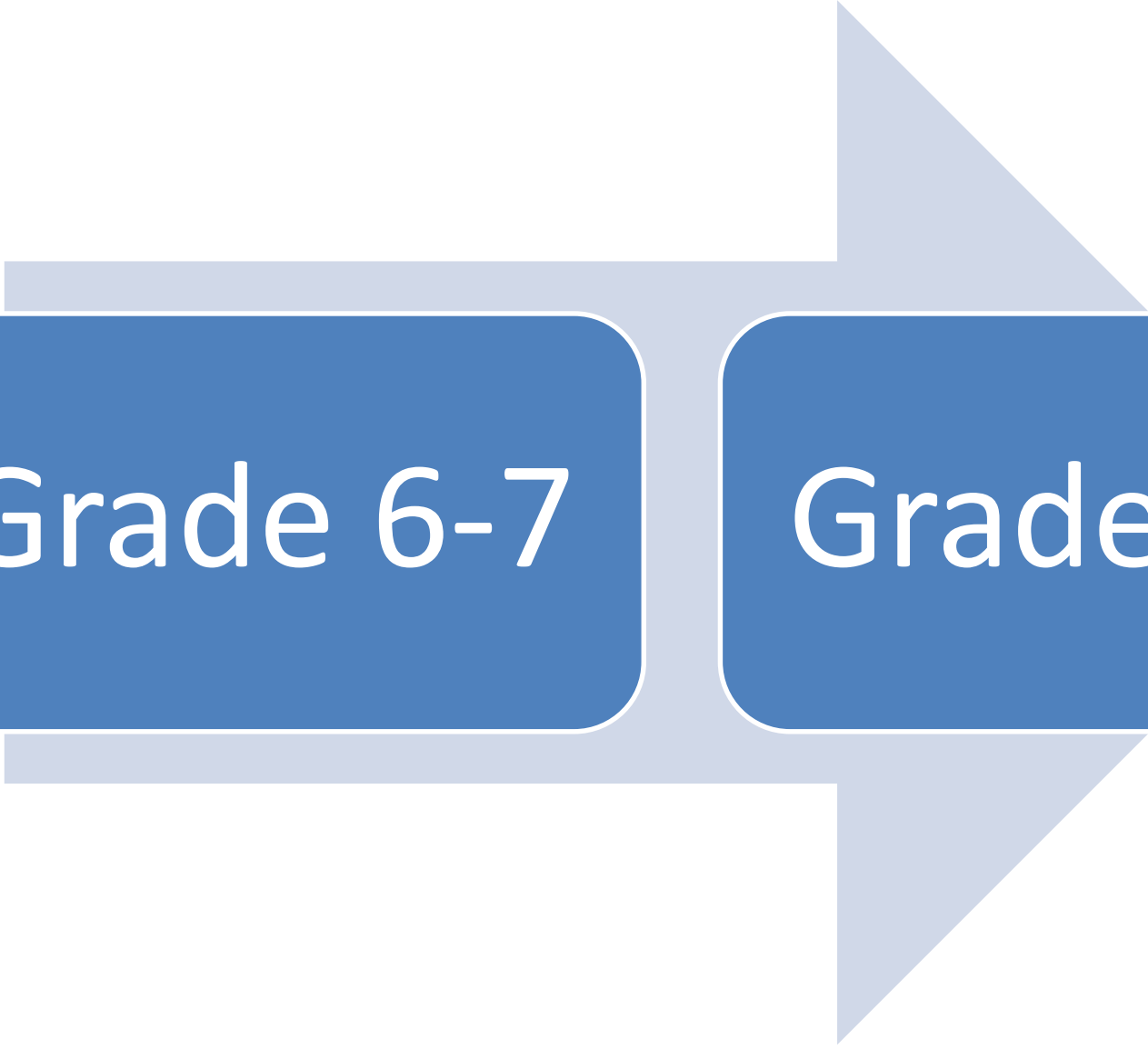
Professional Specialist Grade 6 - 8



Where's your role?



How to advance...



Grade 6-7

Grade 7-8

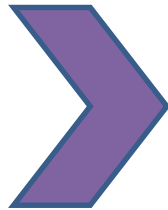
What's expected at each grade?

As you progress through the grades you continue to build on your previous grade level descriptors.....

Communication

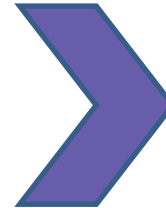
Grade 6 Professional Specialist

- Regularly communicate day-to-day as well as more specialised information
- On occasion communicate complex or conceptual information to influence or negotiate with others to further the development and implementation of University operations



Grade 7 Professional Specialist

- Regularly communicate day-to-day as well as more specialised information
- On occasion communicate complex or conceptual information to influence or negotiate with others to further the development and implementation of University operations



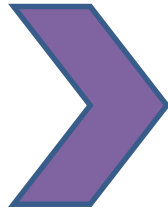
Grade 8 Professional Specialist

- Regularly communicate day-to-day as well as more specialised information
- Regularly communicate complex or conceptual information to influence or negotiate with others to further the development and implementation of University operations

Teamwork and Motivation

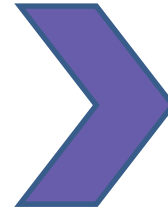
Grade 6 Professional Specialist

Will mainly be self directing within own area as well as participating in, and inputting into the direction of, the broader team, with guidance where necessary.



Grade 7 Professional Specialist

- Be supportive and encouraging of other team members, helping to build co-operation within team through example, acting as an active member of the team
- Demonstrate flexibility to deliver team results, while contributing to team morale



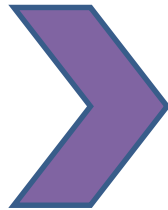
Grade 8 Professional Specialist

Often required to organise team, helping members to clarify requirements of their role and assigned tasks and delegate work fairly according to team members' abilities

Liaison and Networking

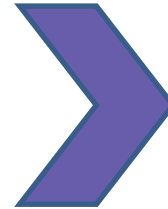
Grade 6 Professional Specialist

- Carries out standard day to day liaison using existing procedures in order to influence events or decisions.
- Proactive in undertaking collaboration to pursue a shared interest/achieve a joint goal.
- Participate in networks within the institution or externally in order to pass on information promptly; keep people informed to ensure co-ordination of effort and that work is done effectively.



Grade 7 Professional Specialist

- Required to carry out standard day to day liaison using existing procedures in order to ensure dissemination of information in the right format to the right people at the right time; build relationships and contacts to facilitate future exchange of information
- Required to participate in networks within the institution or externally in order to influence events or decisions; undertake active collaboration to pursue a shared interest



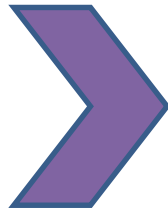
Grade 8 Professional Specialist

- Through liaison and membership of networks within and beyond the University, influence decisions affecting the operation of the section
- Undertake active collaboration with other units within and beyond the University, including a leadership role in networks internal to the University, to ensure the dissemination of information and personal relationships necessary for effective working
- Take on a leadership role in external networks so that information is made useful to the University is received promptly, effort is effectively co-ordinated and work objectives are achieved

Service Delivery

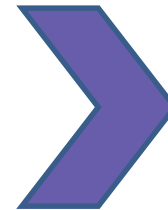
Grade 6 Professional Specialist

- Deal with internal or external contacts where the service is usually initiated by the individual , working within the institution's overall procedures or policies; AND OR understand and explore customer's needs; adapt the service accordingly to ensure the usefulness or appropriateness and quality of service (content, time, accuracy, level of information, cost).



Grade 7 Professional Specialist

Provide customers, whether internal or external to the University, with service adapted to meet needs, ensuring service is useful and appropriate



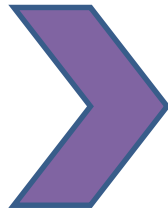
Grade 8 Professional Specialist

Provide customers, whether internal or external to the University, with service adapted to meet needs, ensuring service is useful and appropriate

Decision Making

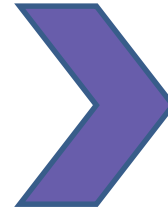
Grade 6 Professional Specialist

- Takes independent decisions which have a minor impact.
- Party to some collaborative decisions; work with others to reach an optimal conclusion which have a minor impact.
- Required to provide advice or input to contribute to the decision making of others which have a moderate impact.



Grade 7 Professional Specialist

- Take decisions alone, or collaborating with others to reach decisions that have a moderate impact on the operation of the function or the University
- Provide advice or input to others' decisions which has a more moderate impact on the operation of the function



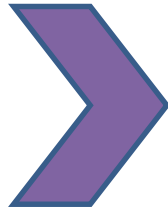
Grade 8 Professional Specialist

Take decisions alone, or collaborating with others that have a substantial impact on the operation of the function or the University

Planning and Organising Resources

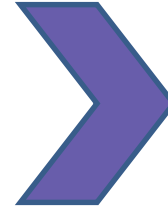
Grade 6 Professional Specialist

Plan, prioritise and organise their own work or resources to achieve agreed objectives



Grade 7 Professional Specialist

Plan, prioritise and organise their own work or resources to achieve agreed objectives



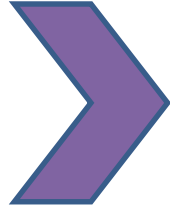
Grade 8 Professional Specialist

- Plan, prioritise and organise the resources of a required for the continued operation of a work team
- Plan and effectively manage small projects, so that resources are used efficiently, and progress is monitored against plan

Initiative and Problem Solving

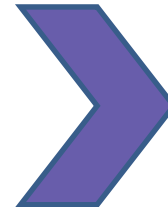
Grade 6 Professional Specialist

- Required to use initiative and creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning, weighing up the pros and cons of different approaches; identify and assess practical options; break the problem down into component parts.
- Resolve problems where there is a mass of information, or important missing or confused information.



Grade 7 Professional Specialist

- Use initiative and creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning, weighing up the pros and cons of different approaches
- Resolve problems by identifying and assessing the practical options and breaking the problem down into component parts.



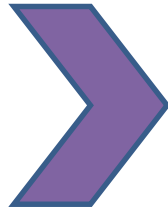
Grade 8 Professional Specialist

- Use initiative and creativity to resolve problems with no immediately apparent solution, requiring a variety of analytical techniques to achieve resolution
- Resolve problems where there is a mass of information, or important missing or confused information

Analysis and Research

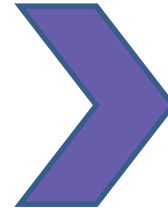
Grade 6 Professional Specialist

- Required to establish the basic facts in situations which require further investigation and inform others if necessary.
- Analyses routine data or information using predetermined procedures and gathering the information from standard sources; work accurately to complete the task precisely as specified.



Grade 7 Professional Specialist

- Identify and use appropriate, existing, methods of analysis or investigation appropriate to data and objectives
- Identify or obtain additional information that assists the investigation as it develops



Grade 8 Professional Specialist

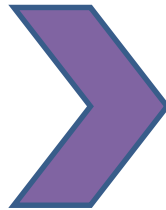
- Identify and use appropriate, existing, methods of analysis or investigation appropriate to data and objectives
- Identify or obtain additional information that assists the investigation as it develops

Sensory and Physical Demands

Grade 6

Professional Specialist

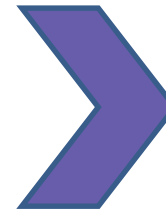
- Complete basic tasks which require either a minimum of instruction, or light physical effort.
- However, some roles will require an element of dexterity, typically using non-standard equipment.



Grade 7

Professional Specialist

- Complete basic tasks which require either a minimum of instruction, or light physical effort
- *This is the basic level for this element, and it is assumed in developing these profiles that demands associated with any role will not vary systematically with the grade*



Grade 8

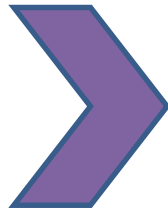
Professional Specialist

- Complete basic tasks which require either a minimum of instruction, or light physical effort
- *This is the basic level for this element, and it is assumed in developing these profiles that demands associated with any role will not vary systematically with the grade*

Work Environment

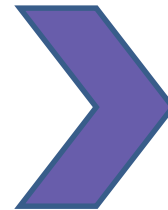
Grade 6 Professional Specialist

- Work in an environment that is relatively stable, and which has little impact on performance or the role holder
- May have responsibility for monitoring the impact of the environment on the work and safety of other staff or students where required and/or may frequently work in an environment where standard health and safety procedures must be followed.



Grade 7 Professional Specialist

- Work in an environment that is relatively stable, and which has little impact on performance or the role holder
- *This is the basic level for this element, and it is assumed in developing these profiles that demands associated with any role will not vary systematically with the grade*



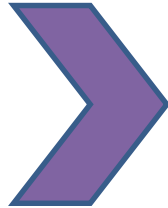
Grade 8 Professional Specialist

- Work in an environment that is relatively stable, and which has little impact on performance or the role holder
- *This is the basic level for this element, and it is assumed in developing these profiles that demands associated with any role will not vary systematically with the grade*

Pastoral Care and Welfare

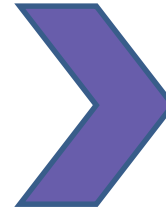
Grade 6 Professional Specialist

- Show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress
- May be required to initiate appropriate action by involving relevant staff or agencies



Grade 7 Professional Specialist

- Show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress
- May be required to initiate appropriate action by involving relevant staff or agencies



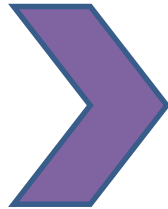
Grade 8 Professional Specialist

- Show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress
- May be required to initiate appropriate action by involving relevant staff or agencies

Team Development

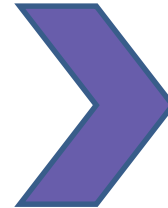
Grade 6 Professional Specialist

- Advise or guide new starters working in the same role or unit on standard information or procedures.
- Train or guide others on specific tasks, issues or activities, giving advice, guidance and feedback on the basis of their own knowledge or experience
- Occasionally expected to deliver formal training.



Grade 7 Professional Specialist

- Advise or guide new starters working in the same role or unit on standard information or procedures.
- Train or guide others on specific tasks, issues or activities, giving advice, guidance and feedback on the basis of their own knowledge or experience
- Occasionally expected to deliver formal training.



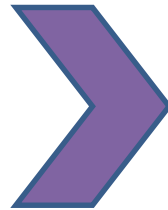
Grade 8 Professional Specialist

- Advise or guide new starters working in the same role or unit on standard information or procedures.
- Train or guide others on specific tasks, issues or activities, giving advice, guidance and feedback on the basis of their own knowledge or experience
- Occasionally expected to deliver formal training.

Teaching and Learning Support

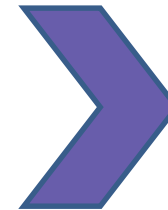
Grade 6 Professional Specialist

May be required to impart information to staff and/or students outside their own team.



Grade 7 Professional Specialist

- Design content or learning materials for stand alone events, typically by making appropriate adjustments to existing material on the basis of knowledge or experience of the participants to cover standard information or procedures or specific tasks and issues
- Provide standard information to facilitate development activities in certain elements of a specialism;
- Monitor performance, giving feedback and guidance, acting as a catalyst for further development or learning.



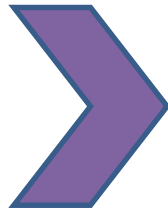
Grade 8 Professional Specialist

- Design content or learning materials for stand alone events, typically by making appropriate adjustments to existing material on the basis of knowledge or experience of the participants to cover standard information or procedures or specific tasks and issues
- Provide standard information to facilitate development activities in certain elements of a specialism;
- Monitor performance, giving feedback and guidance, acting as a catalyst for further development or learning.

Knowledge and Experience

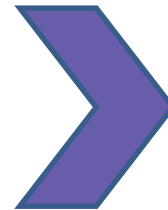
Grade 6 Professional Specialist

Knowledge is required of systems and processes and the capacity to provide interpretation of these to others on how they should be applied. Typically these will be learnt over a period of time and will require pro-active continuing development to ensure knowledge is kept up-to-date



Grade 7 Professional Specialist

- Be recognised as an authority in the specialism within the University, or else amongst external peers on the basis of demonstrated expertise
- Through contributing expertise, shape developments within the University that draw on knowledge



Grade 8 Professional Specialist

- Be recognised as an authority in the specialism within the University, or else amongst external peers on the basis of demonstrated expertise
- Through contributing expertise, shape developments within the University that draw on knowledge

Thinking of going for promotion?

How to prepare...

- Check for any activities in your school
- Looking for advice?
 - Talk to your line manager
 - Check-in with a trusted colleague
 - Talk to the Reward and Employee Engagement team

Good luck!