

### Management, Specialist and Administrative Grade Profile Level 7

<p><b><i>Planning and Organising</i></b></p>	<p>Manage and be accountable for the organisation of individual and/or team activity with a view to longer term issues, ensuring that plans complement and feed into broader operational plans.</p> <p>Project manage specialist/professional activities to facilitate large scale service/policy/operational changes with broad University impact.</p>
<p><b><i>Service Delivery/ Policy Development and Communication</i></b></p>	<p>Will identify additional service requirements or service shortfalls and coordinate and/or design the delivery of effective solutions to maximise service quality, efficiency and continuity and contribute to service development.</p> <p>Ensure professional and quality service standards are maintained and applied within the area of work.</p> <p>Act as project coordinator for initiatives/projects which have broad strategic impact and provide technical leadership in complex systems.</p> <p>Communicate internally to generate and coordinate original ideas and policy/practice developments.</p>
<p><b><i>Analysis and Problem Solving</i></b></p>	<p>Use professional or specialist knowledge to identify where trends or patterns in data exist, seeking additional information if the analysis requires. Applies advanced diagnostic tools to investigate complex problems.</p> <p>Provide specialist advice on the analysis and interpretation of information and data.</p> <p>Use initiative and creativity to resolve problems where there is a large amount of complex information, which may present conflicting problems.</p>
<p><b><i>Liaison and Teamwork</i></b></p>	<p>Takes an active role in promoting the work area at internal meetings and networks.</p> <p>Motivates individual team members through encouragement and management support and helps to develop a sense of unity and purpose.</p> <p>Manages a team of staff or a specialist area and identifies training and development activities, where required.</p>

<p><b><i>Finance/ Resources Management</i></b></p>	<p>May contribute to Resources and budget planning within own area.</p> <p>Leads a team of staff or a specialist area to ensure the successful delivery of a professional area or specialist service.</p> <p>or;</p> <p>May coordinate a specialist work unit to support the achievement of annual strategic objectives.</p>
<p><b><i>Key Knowledge and Skills</i></b></p>	<p>Professionally qualified and possibly a relevant degree/post graduate qualification.</p> <p>or;</p> <p>Substantial technical/vocational/management experience supported by evidence of significant specialist knowledge.</p> <p>Well developed communication and interpersonal skills.</p> <p>Direct managerial/project management experience.</p> <p>Proven analytical and problem solving capability in specialist area or across management functions.</p> <p>Good knowledge and understanding of policies, practices and procedures and systems relevant to the role, as well as knowledge of wider sector/external awareness.</p>