Secondment Achievement Record Grade 6

Please use this form as required to record the achievements, progress and development of the secondee throughout the secondment. Sections 2 and 3 contain the skills and attributes identified for a Grade 6 administrative role. Please adapt the skills to suit the seconded role.

Section 1: SUMMARY

Name:	Dates of secondment:
Home Department:	Host Department:
Home line manager or equivalent:	Host line manager or equivalent:
Substantive role and grade:	Seconded role and grade:

Brief summary of role undertaken by secondee

'**Host' line manager to comment** on how the secondment went, including particular achievements and strengths, useful feedback for secondee and/or their home department

Secondee to comment on how they felt the secondment went, including achievements, challenges, what worked well

Future development needs, including any skills that could be built on following return to home dept, any new areas that have been identified during the secondment.

Signed (Host line manager) _   Signed (secondee) _   Signed (Host line manager) _

Date of review _

Section 2: SKILLS

Skill area	Skills	Devt need at start	Devt achieved during secondment	Please comment on progress made and achievements in relevant skill areas
Resource Management (people/finance)				
Resource allocation and budgeting	Monitor resources and expenditure against budgets.			
Financial regulations	Understand and ensure compliance with financial regulations and best practice.			
Remuneration	Process payroll and related remuneration issues and accounts information.			
Business cases	Understand and support the processes associated with preparation of business cases.			
HR Operations				
Issues and processes	Manage a wide range of HR-related issues and processes, e.g. staff review and development.			
Recruitment	Select and interview as part of an inclusive recruitment process.			
Legislation and best practice	Interpret both University policy and employment legislation and promote best practice.			
Research Administration				
Funding applications	Prepare material for funding applications and national research review exercises.			
Co-ordinate administrative support	Provide administrative activity for research applications.			
Compliance with ethical guidelines	Demonstrate understanding of ethical guidelines and relevant legislation			
Teaching and Learning Support				
Materials and curriculum development	Administer local teaching and learning support activities.			
Facilities Management				
Maintenance	Oversee all aspects of building maintenance.			
Managing use of facilities	Manage use of facilities by local, University and external users.			
Health, safety and security	Administer and resolve health, safety and security issues.			
Committee Skills				
Service and chair	Service committees and groups at local level.			
Analysis and Investigation				
Gather data	Gather and manipulate data.			
Analyse	Conduct limited analysis and investigation of data, including for benchmarking purposes.			
Review and report	Monitor, review and report on analysis.			
Policy, Process and Systems				

Skill area	Skills	Devt need at start	Devt achieved during secondment	Please comment on progress made and achievements in relevant skill areas
Policy/systems development	Identify changes to existing local processes. Interpret, adapt and implement University level systems for effective use at local level.			
Training, Facilitation and Presentation				
Facilitation	Facilitate meetings and events at local level.			
Customer Service and Public Relations				
Fundraising	Interpret and deliver appropriate information in response to enquiries.			
Publicity materials	Develop and maintain publicity resources and materials.			
IT				
Software skills	Competently use Microsoft Office and web-based database systems, e.g. CHRIS.			
Database skills	Operate specialist databases and software, e.g. CamSIS, Recruitment Admin System (RAS).			
Organisation and Time Management				
Prioritising	Organise and prioritise own work and that of team; work systematically on a number of tasks simultaneously.			
Improving organisational systems	Make recommendations for streamlining local systems.			
Project Management				
Project leadership	Identify and lead small-scale projects, (e.g. at a level of up to £10k involving self/others.)			
Project support	Apply project management skills to support medium-scale projects, involving multiple stakeholders.			

Please list additional skill areas appropriate to the role

Section 3: ATTRIBUTES

Attribute	Positive Indicators	Devt need at start	Devt achieved during secondment	Please comment on progress made and achievements in relevant attribute areas
1) **Communication** **C: Communicates effectively and appropriately with a variety of stakeholders including external partners, teams, colleagues and contacts.**	Communicates clearly and concisely both orally and in written documents Recognises the need to adapt style and delivery according to the situation. Supports arguments and recommendations effectively. Ensures that important messages are communicated within the Institution. Shares information as appropriate and checks understanding. Ensures that communication has a clear purpose. Responds constructively and effectively to questions and comments.			
2) **Relationship Building** **C: Maintains working relationships with existing partners. Works effectively within a team or work group as appropriate.**	Seeks to understand the key priorities of stakeholders and gain their commitment through consultation and involvement Shows interest in team members and is aware of their needs and circumstances. Develops good relationships and cooperation within the team and with other colleagues Actively promotes the interest of the University within partnerships and networks Ensures that colleagues, students and internal and external contacts are satisfied with assistance that they receive. Actively seeks the ideas and suggestions of others Focuses on contribution to team performance and recognises that of others			
3) **Valuing Diversity** **Considers and respects the ideas, circumstances and feelings of others. Treats everyone with fairness and respect, adhering to the principles of diversity and inclusion.**	Promotes an inclusive environment which values equality of opportunity and diversity Role models the highest standards of behaviour. Challenges or reports inappropriate attitudes, language and behaviour that is abusive, aggressive or discriminatory Acknowledges and respects a broad range of social and cultural customs, beliefs and values within the law Demonstrates mutual respect tolerance and integrity Listens to and respects others' views and opinions			

Attribute	Positive Indicators	Devt need at start	Devt achieved during secondment	Please comment on progress made and achievements in relevant attribute areas
4) Achieving Results **C: Solves work-related problems effectively. Provides support and contributes to the performance of the institution. Manages own workload and, where applicable, the workload of others.**	Systematically gathers information from a range of sources before reaching conclusions on necessary action. Checks consistency of information to ensure that it is correct and has not been misunderstood. Makes decisions using as much reliable information as possible. Conducts research to identify relevant facts that are not immediately available and gathers different versions of events to build a full picture. Identifies elements of a problem that can and cannot be changed. Refers to policies and procedures as necessary before taking action. Shows an ability to identify risk and consider its potential impact on the University. Is willing to take on responsibility to overcome obstacles and ensure delivery of targets. Takes responsibility for own performance and their contribution to team achievement.			
5) Strategic Focus **C: Implements the University's strategy and planning activity within the team. Supports the University's mission and priorities**	Demonstrates knowledge of the University's strategy and concentrates on matters that support its achievement. Ensures that own way of working is in line with the strategic direction of the University. Understands the main issues that affect the University. Raises awareness of strategic issues with colleagues. Supports and co-operates with University policy and procedures. Recognises the links between related activities. Acts in the best interests of the University rather than self-interest			
6) People Development **C: Demonstrates effective people management skills. Promotes and facilitates the development of others.** **N.B. Some elements of the positive indicators may not apply to roles that do not have line management responsibility.**	Encourages staff to learn and develop, giving them advice where necessary. Manages performance effectively using the Staff Review and Development Scheme. Assists staff in developing their skills through encouragement, motivation and support. Encourages staff to achieve and support the University's aims. Makes sure people know what a task or responsibility involves and that they have the necessary abilities to carry it out. Identifies and addresses the training needs of staff. Involves staff in new areas of work and decision making to enhance their knowledge and skills. Supports and encourages use of the services of Personal and Professional Development.			

Attribute	Positive Indicators	Devt need at start	Devt achieved during secondment	Please comment on progress made and achievements in relevant attribute areas
7) **Negotiating and Influencing** **C: Persuades and influences peers and managers through consideration of their interests, involvement and consultation.**	Canvasses opinion and builds support amongst colleagues. Promotes the benefits of a decision or situation to others. Identifies clear aims in negotiations and achieves satisfactory outcomes. Handles objections by acknowledging issues and suggesting alternatives. Ensures that everyone involved is satisfied with agreements that have been reached. Shows willingness to compromise where appropriate to achieve an acceptable solution.			
8) **Innovation and Change** **C: Develops and promotes new ways of working to improve performance within team and institution.**	Identifies areas of good practice and shares successes which may improve ways of working across the institution. Considers new approaches or solutions to problems and demonstrates taking these forward. Develops innovative techniques within own professional field. Keeps abreast of new developments and initiatives outside the University. Encourages colleagues to respond quickly and positively to change. Recognises potential barriers to change and ways in which these might be minimised.			