

Role Title: **Lecturer**

### **COMMUNICATION**

#### **Occasional**

Frequently receive, understand and convey straightforward information in a clear and accurate manner.

Frequently receive, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey information to others.

Occasionally receive, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.

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### **TEAMWORK**

#### **Participate**

Participate in and deliver their contribution to a team.

#### **Active**

Be supportive and encouraging of others in a team; help to build co-operation by setting an example and showing a flexible approach to delivering team results; contribute to building team morale as an active participant in the team.

#### **Lead**

Occasionally clarify the requirements; agree clear task objectives; organise and delegate work fairly according to individual abilities; help the team focus their efforts on the task in hand and motivate individual team members.

### **LIASON**

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.

Participate in networks within the institution or externally 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.

## **CONTACT**

### **Job**

Deal with internal or external contacts who ask for service or require information; create a positive image of the institution by being responsive and prompt in responding to requests and referring the user to the right person if necessary. Contact is usually initiated by the customer and typically involves routine tasks with set standards or procedures.

### **Second Job**

Occasionally deal with internal or external contacts where the service is usually initiated by the role holder, 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.

## **COMMANDEC**

Take independent decisions which have an immediate impact, can be easily amended and have little effect beyond the immediate area of work.

Be party to some collaborative decisions which will have an impact of limited spread and may endure for some time.

Provide advice or input to contribute to the decision making of others which will have an impact of limited spread and may endure for some time.

## **MANAGEMENT**

### **Job**

Complete tasks to a given plan with allocated resources.

### **Job**

Plan, prioritise and organize own work or resources to achieve agreed objectives.

### **Second Job**

Occasionally plan, prioritise and organise the work or resources of self and others within own area on a daily, weekly or monthly basis; plan and manage small projects, ensuring the effective use of resources; receive information from and provide information to others to complete their planning; and monitor progress against the plan.

## **MANAGEMENT**

### **Job**

Solve standard day to day problems as they arise; choose between a number of options which have clear consequences by following guidelines or referring to what has been done before; recognize when a problem should be referred to others.

### **Job**

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; and break the problem down into component parts.

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Frequently required to show sensitivity to those wh