**TO BE COMPLETED FOR NEW POSTS, AMENDED POSTS OR POSTS NOT PREVIOUSLY EVALUATED**

**Job Evaluation Documentation**

This document should be completed to assist in the evaluation of the grade of the post. This is not required for Academic and Research posts.

Guidance on completing this documentation is available at the Human Resources section of the University website at <http://www.ulster.ac.uk/hr/evaluatingposts.html>

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| **1. COMMUNICATIONS** |
| **2. TEAMWORK AND MOTIVATION**  The Organisation Chart will assist the Role Analyst in the evaluation of this element. |
| **3. LIAISING AND NETWORKING** |
| **4. SERVICE DELIVERY** |
| **5. DECISION MAKING PROCESS AND OUTCOMES**  **Independent**  **Collaborative**  **Recommendations** |
| **6. PLANNING AND ORGANISING RESOURCES** |

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| **7. INITIATIVE AND PROBLEM SOLVING** |
| **8. ANALYSIS AND RESEARCH** |
| **9. SENSORY AND PHYSICAL DEMANDS** |
| **10. WORK ENVIRONMENT** |
| **11. PASTORAL CARE AND WELFARE**  The Organisation Chart (Part 4) will assist the Role Analyst in the evaluation of this element. |
| **12. TEAM DEVELOPMENT**  The Organisation Chart (Part 4) will assist the Role Analyst in the evaluation of this element. |
| **13. TEACHING AND LEARNING SUPPORT** |
| **14. KNOWLEDGE AND EXPERIENCE**  The Personnel Specification (Part 3) will assist the Role Analyst in the evaluation of this element |

***Go to Organisational Chart***

**The Organisational Chart**

Outline how the Role fits into the structure within your Department/Faculty/School, including who the role reports to and the number and type of staff reporting into the role, indicating whether it includes temporary or permanent staff. This will assist the Role Analyst with the evaluation under the elements of Teamwork and Motivation; Team Development and Pastoral Care and Welfare.

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