

Roles and Responsibilities Guidance Note

The Role and Responsibilities document defines some of the key roles, responsibilities and duties associated with a wide range of Professional Services roles from Grade 2 to Grade 9. It does not cover technical, academic, research or internship roles.

The document is intended to be generic and therefore does not include reference to any requirements for specific qualifications, experience of particular systems etc. It aims to cover as wide a range of Professional Services roles as possible, so not all statements will be relevant for all roles, in particular when a role does not have direct line management or supervisory responsibilities.

The document provides a framework to help increase consistency in the way roles at different levels across the University are designed, structured and understood, and to illustrate the step change between roles at different grades. It may therefore be helpful as a reference point when discussing career development, but is not intended to support recruitment and selection activities.

The document provides an overview of grade expectations and of the core level of knowledge and experience that may be required to undertake roles at different grades effectively but does not provide the detail that a recruiting manager would require in order to successfully appoint to a role. It focuses on responsibilities and accountabilities, as opposed to the way in which work is carried out.

There is an expectation that staff at all grades will work with flexibility and agility across teams and organisational boundaries and in accordance with [University strategic goals, themes and values](#).