

Swydd Ddisgrifiad

Prifysgol Wreccsam Wrexham University



Cyfadran/Adran	Gwasanaethau Gwybodaeth
Adran	Rheolwr Cymorth Digidol a Dysgu
Teitl y Swydd	Rheolwr Cymorth Academaidd
Yn atebol i	Rheolwr Cymorth Digidol a Dysgu
Gradd	O&A5

Prif Atebolrwydd

Yng nghyd-destun y Strategaeth ar gyfer Cefnogi Dysgu a Chyflawniad Myfyrwyr a'r Strategaeth Ddigidol, hyrwyddo, cefnogi, a sicrhau yr ymgorfforir Cymorth Academaidd ar draws y Brifysgol, drwy weithio gydag academyddion, staff Gwasanaethau Proffesiynol a myfyrwyr a defnyddio llwyfannau, adnoddau ac offer addas.

Darparu arweinyddiaeth a rheolaeth i sicrhau darpariaeth lwyddiannus gwasanaeth Cymorth Academaidd rhagorol ar gyfer y Brifysgol. Cyflwyno at gynllunio strategol, cyllidebol, adnoddau a chynllunio gweithredoedd, datblygu polisi, gweithredu polisi, monitro, prosesau rheoli ansawdd a data, sy'n cefnogi gweithgareddau Cymorth Academaidd.

Darparu cyfrifoldeb rheolwr llinell ar gyfer y Llyfrgellwyr Cymorth Academaidd, Tiwtoriaid Sgiliau Academaidd a Chynorthwywyr Cymorth Academaidd, gan sicrhau bod y tîm Cymorth Academaidd yn gweithio'n hyblyg i sicrhau bod myfyrwyr yn cael eu cefnogi a bod gwasanaethau yn cael eu darparu.

Tasgau Allweddol

Datblygu, cyfrannu a chefnogi'r Strategaeth Cefnogi Dysgu a Chyflawniad Myfyrwyr a'r Strategaeth Gwella Sgiliau Digidol er mwyn hyrwyddo, cefnogi a gwneud y mwyaf o weithrediad Cymorth Academaidd ar draws y Brifysgol.

Darparu rheolaeth ac arweinyddiaeth i'r tîm Cymorth Academaidd. Rheoli a chyfarwyddo'r Llyfrgellwyr Cymorth Academaidd, Tiwtoriaid Sgiliau Academaidd a Cynorthwydd Cymorth Academaidd, gan sicrhau bod y tîm Cymorth Academaidd yn darparu lefelau rhagorol o

wasanaeth cwsmeriaid wrth ymdrin â cheisiadau gan ddefnyddwyr. Rheoli llwyth gwaith y tîm Cymorth Academaidd i sicrhau hyblygrwydd a chyflenwi ar draws y tîm er mwyn darparu dull gwasanaethau didrafferth.

Yn gyfrifol am adroddiadau uniongyrchol rheoli staff, gan gynnwys dethol a recriwtio, hyfforddi a datblygu, adolygu perfformiad, ymgynghoriadau a chyfathrebiadau.

Sefydlu partneriaethau proffesiynol ar draws y Brifysgol gydag Ysgolion Academaidd a Gwasanaethau Proffesiynol eraill, gan ddatblygu perthnasoedd effeithiol o ddylanwad ac ymddiriedaeth. Cysylltu â'r Deoniaid Cyswllt a chysylltiadau allweddol eraill yn y cyfadranau i sicrhau bod y tîm Cymorth Academaidd yn cael ei hyrwyddo a Chymorth Academaidd yn cael ei ddatblygu, yn berthnasol i'r cwricwlwm ac yn cael ei ymgorffori'n effeithiol o fewn y cwricwlwm.

Adnabod arferion gorau a darparu arbenigedd i adnabod anghenion Cymorth Academaidd ar gyfer y dyfodol a chyfrannu at ddatblygiad a gweithrediad dilynol strategaethau a chynlluniau, yn enwedig y Strategaeth Cefnogi Dysgu a Chyflawniad Myfyrwyr, y Strategaeth Gyflogadwyedd a'r Strategaeth Ddigidol.

Gweithio'n agos gyda'r Rheolwr Dysgu Digidol a'r Swyddog Desg Gymorth, i ddatblygu ffyrdd arloesol o ddarparu Cymorth Academaidd drwy e-ddysgu a darpariaeth wyneb yn wyneb, i gefnogi llwyddiant myfyrwyr a darpariaeth cwricwlwm.

Gweithio gyda staff academaidd a phroffesiynol i greu gwrthrychau dysgu, gan ddefnyddio offer rhyngweithiol, Amgylchedd Dysgu Rhithwir y Brifysgol a thechnoleg cwmwl.

Adeiladu a chynnal cydweithrediadau ag amrywiaeth o asiantaethau allanol sy'n berthnasol i'ch maes cyfrifoldeb. Cynrychioli'r Brifysgol mewn digwyddiadau a chynadleddau allanol a thrwy aelodaeth o gyrff allanol, er mwyn adnabod arferion gorau'r sector a chyfrannu at reolaeth ac enw da'r Brifysgol.

Bod yn ymatebol a lledaenu gwybodaeth yn ymwneud â newidiadau mewn patrymau dysgu o fewn cymorth academaidd, o fewn Prifysgol Wrecsam ac o fewn addysg uwch yn gyffredinol, er mwyn cefnogi tueddiadau a strategaethau newydd.

Ymgymryd ag ymchwil addysgegol i yrru perthnasedd Cymorth Academaidd yn y Brifysgol i gefnogi cadw myfyrwyr, cefnogi cyflawniad myfyrwyr a chyflogadwyedd.

Casglu, dadansoddi a gwerthuso adborth gan staff a myfyrwyr. Monitro a gwerthuso prosiectau a chynhyrchu adroddiadau i arddangos perfformiad ac effaith yn ôl yr angen.

Dylunio a datblygu deunyddiau addysgu a dysgu o fewn cyd-destun sgiliau academaidd.

Cynorthwyo'r Rheolwr Cymorth Digidol a Dysgu i reoli swyddogaethau gwasanaethau caffaeliadau a rheoli adnoddau y llyfrgell, gan gynnwys rheoli cyllidebau a bod yn gyfrifol am godi archebion prynu.

Bod yn gyfrifol am oruchwylio cymorth gweinyddol ar gyfer y Llyfrgell ac Adnoddau Dysgu e.e adroddiadau hawliadau, dyledion hwyr ac archebion.

Gweithio'n gydweithredol a bod â dealltwriaeth o weithgarwch a chyfrifoldebau cydweithwyr eraill o fewn yr adran. Yn ôl yr angen, dirprwyo i'r Digidol, gan fod yn hyblyg a chefnogol wrth sicrhau bod gweithrediadau yn parhau i weithredu yn eu habsenoldeb.

Sicrhau cydymffurfiaeth â gofynion a pholisïau rheoleiddio mewnol ac allanol perthnasol, a gofynion cyfreithiol mewn perthynas â deunyddiau a gwasanaethau dysgu cyhoeddedig, e.e. gofynion hygyrchedd, hawlfraint, diogelu data, a safonau'r Gymraeg.

Nodweddion Arbennig

Mae'r rôl wedi'i lleoli 'ar y campws' yn Wrecsam yn bennaf, er y gellir ystyried ychydig o weithio cyfunol, ac ymweliadau i Gampysau eraill Llanelwys a Llanelwys yn ôl yr angen.

Gall fod angen cefnogaeth gyda'r nos, ar benwythnosau neu'r tu hwnt i oriau swyddfa o bryd i'w gilydd. Felly mae angen agwedd hyblyg tuag at oriau gwaith.

Bydd gofyn i ddeiliad y swydd fynychu cyfarfodydd a chynadleddau o fewn y DU a sefydliadau partner yn achlysurol, yn ôl yr angen.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a geir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn perthynas â pheryglon sylweddol ac yr ymgymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb am hyrwyddo gofal cwsmer o ansawdd yn eu meysydd cyfrifoldeb eu hunain.

Rhaid i staff fod yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Rhaid i bob aelod o staff hyrwyddo ymddygiad iach ac iechyd meddwl a llesiant cadarnhaol.

Disgwylir i ddeiliaid swydd gydymffurfio â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda'r gwaith o fonitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod yn cael eu cefnogi'n ddigonol mewn perthynas â'u cyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn rhai nodweddiadol; nid ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori newidiadau rhesymol pan fo angen, mewn ymgynghoriad â deiliad y swydd.

Teitl y Swydd: Rheolwr Cymorth Academaidd

Er mwyn cael eich rhoi ar y rhestr fer, mae'n rhaid i chi ddangos eich bod yn diwallu pob un o'r meini prawf hanfodol a hynny o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n diwallu'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol

Prifodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1 Sgiliau a Galluoedd	1.1	Y gallu i gymell ac arwain staff a thimau.	Ff/C	H
	1.2	Y gallu i weithio'n effeithiol gydag eraill fel aelod cymwys o'r tîm a chydlynedd.	Ff/C	H
	1.3	Y gallu i weithio'n annibynnol, yn rhesymegol ac yn ddadansoddol gydag ychydig o oruchwyliaeth.	Ff/C	H
	1.4	Sgiliau technoleg gwybodaeth da gan gynnwys gwybodaeth dda am MS Office a chymwysiadau cyfryngau cymdeithasol.	Ff/C	H
	1.5	Sgiliau rhyngpersonol a chyflwyno rhagorol.	I/P	H/P
	1.6	Agwedd ragweithiol, gydag ymrwymiad i helpu i wella'r gwasanaeth.	Ff/C	H
2 Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth, dealltwriaeth a phrofiad o'r cyd-destun gwybodaeth / sgiliau academaidd yn yr amgylchedd dysgu ôl-16.	Ff/C	H
	2.2	Cymhwyster addysgu neu barodrwydd i ymgymryd â chymhwyster addysgu.	Ff/C	D
	2.3	Y gallu i gyfathrebu drwy gyfrwng y Gymraeg.	Ff/C	D

		2.4	Gwybodaeth ynghylch arferion gorau wrth gydymffurfio â gofynion cyfreithiol, gan gynnwys hawlfraint ac eiddo deallusol.	Ff/C	H
		2.5	Cymhwyster sy'n berthnasol i waith llyfrgell neu brofiad proffesiynol cyfwerth.	Ff/C	H
		2.6	Profiad o ddefnyddio systemau rheoli llyfrgell ExLibris.	Ff/C	D
3	Addysg a Hyfforddiant	3.1	Cymhwyster lefel gradd neu gyfwerth.	Ff/C	H
		3.2	Tystiolaeth o Ddatblygiad Proffesiynol Parhaus.	Ff/C	H
		3.3	Cymhwyster mewn Addysg Uwch/Dysgu ac addysgu, e.e FHEA neu TAR.	Ff/C	D
		3.4	Aelodaeth o CILIP.	Ff/C	D
		3.5	Aelodaeth o ALDinHE.	Ff/C	D
4	Profiad Perthnasol	4.1	Profiad o weithio yn y sector llyfrgell a chymorth academiaidd.	Ff/C	H
		4.2	Profiad o greu deunyddiau e-ddysgu ar gyfer defnydd ar-lein ac all-lein.	Ff/C	H
		4.3	Profiad o ddarparu sgiliau gwybodaeth academiaidd/llythrennedd i grwpiau amrywiol o fyfyrwyr.	Ff/C	D
		4.4	Profiad o gydweithio gyda staff ar draws ffiniau disgyblaethol ac adrannol.	Ff/C	D
5	Gofynion Arbennig	5.1	Hunan reolaeth a sgiliau personol - Ymwybyddiaeth o'ch ymddygiad eich hun ac ystyried sut mae'n effeithio ar eraill, gwella sgiliau personol i addasu arfer proffesiynol yn unol â hynny.	Ff/C	H
		5.2	Darparu gwasanaeth rhagorol - Darparu gwasanaeth o'r safon uchaf i gleientiaid allanol a mewnol. Meithrin perthnasoedd hirdymor didwyll ac agored er mwyn codi safonau.	Ff/C	H

		5.3	Canfod datrysiadau - Ymgymryd ag agwedd holistig a gweithio'n frwdfrydig i ddadansoddi problemau a datblygu datrysiadau ymarferol. Adnabod cyfleoedd ar gyfer arloesi.	Ff/C	H
		5.4	Croesawu newid - Croesawu ac ymgysylltu syniadau newydd a ffyrdd newydd o weithio. Addasu i sefyllfaoedd anghyfarwydd, gofynion yn newid a rolau yn newid.	Ff/C	H
		5.5	Gwneud defnydd effeithiol o adnoddau - Nodi'r ffyrdd mwyaf cynhyrchiol o ddefnyddio adnoddau, gan gynnwys pobl, amser, gwybodaeth, rhwydweithiau a chyllidebau, a manteisio arnynt.	Ff/C	H
		5.6	Ymgysylltu â'r cyd-destun ehangach - Gwella eich cyfraniad i'r sefydliad trwy ddeall y darlun ehangach a dangos ymrwymiad i werthoedd sefydliadol.	Ff/C	H
		5.7	Datblygu eich hun ac eraill - Dangos ymrwymiad i'ch datblygiad proffesiynol parhaus eich hun. Cefnogi ac annog eraill i ddatblygu eu gwybodaeth broffesiynol, sgiliau ac ymddygiadau proffesiynol i'w galluogi i gyrraedd eu potensial llawn.	Ff/C	H
		5.8	Cydweithio - Gweithio'n gydweithredol ag eraill er mwyn cyflawni amcanion. Cydnabod a gwerthfawrogi'r cyfraniadau gwahanol mae pobl yn eu cynnig i'r broses hon.	Ff/C	H
		5.9	Cyflawni canlyniadau - Bodloni amcanion a meini prawf llwyddiant y cytunwyd arnynt yn gyson. Cymryd cyfrifoldeb personol am gyflawni pethau.	Ff/C	H
Dyddiad Adolygu					

Allwedd	Dull Adnabod	Ff	Ffurflen Gais
		C	Cyfweliad
		P	Prawf
		T	Copi o Dystysgrifau
		Rh	Rhoi Cyflwyniad
		G	Asesiad Grŵp
	Pwysigrwydd	H	Hanfodol
		D	Dymunol



Job Description

Prifysgol Wreccsam Wrexham University



Faculty/Department	Information Services
Section	Learning and Digital Support
Job Title	Academic Support Manager
Reports to	Learning & Digital Support Manager
Grade	O&A5

Principal Accountabilities

In the context of the Strategy for Supporting Student Learning and Achievement and the Digital Strategy promote, support, and maximise the embedding of Academic Support throughout the University by working with academics, Professional Services staff and students and using appropriate platforms, resources and tools.

Provide leadership and management to ensure the successful delivery of an excellent Academic Support service for the University. Contribute to strategic, budgetary, resource and operation planning, policy development, policy implementation, monitoring, data and quality assurance processes, which support Academic Support activities.

To provide line management responsibility of the Academic Support Librarians, Academic Skills Tutors and Academic Support Assistants, ensuring that the Academic Support team works flexibly to ensure students are supported and services are delivered.

Key Tasks

To develop, contribute to and support the Strategy for Supporting Student Learning and Achievement and the Digital Enhancement Strategy to promote, support and maximise the embedding of Academic Support throughout the University.

To provide management and leadership of the Academic Support team. Manage and direct the Academic Support Librarians, Academic Skills Tutors and Academic Support Assistants, ensuring that the Academic Support team provide excellent levels of customer service when

dealing with requests from users. To manage the workloads of the Academic Support team to ensure flexibility and cover across the team to deliver a seamless approach to services.

Responsible for the staff management of direct reports, including selection and recruitment, training and development, performance review, consultations and communications.

Establish professional partnerships across the University with Academic Schools and other Professional Services, developing effective relationships of influence and trust. Liaise with the Associate Deans and other key contacts in the faculties to ensure that the Academic Support team is promoted and Academic Support developed, relevant to the curriculum and effectively embedded within the curriculum.

To identify best practice and provide expertise in identifying future Academic Support needs and to contribute to the development and subsequent implementation of strategies and plans, particularly the Supporting Student Learning and Achievement Strategy, the Employability Strategy and the Digital Strategy.

To work closely with the Digital Learning Manager and the Service Desk Officer, to develop innovative ways of providing Academic Support via e-learning and face-to-face delivery to support student success and curriculum delivery.

To work with academic and professional staff to create learning objects, using interactive tools, the University's VLE and cloud technology.

Build and maintain collaborations with a variety of external agencies relevant to areas of responsibility. Represent the University at external events and conferences and through membership of external bodies, in order to identify sector best practice and to contribute to the management and reputation of the University.

Be responsive and disseminate changing patterns within academic support, both within Wrexham Glyndwr University and higher education in general, in order to support new trends and strategies.

To undertake pedagogic research to push forward the relevance of Academic Support in the University to support retention, supporting student achievement and employability.

To collect, analyse and evaluate feedback from staff and students. Monitor and evaluate projects and produce reports to demonstrate performance and impact as required.

To design and develop teaching and learning materials within an academic skills context.

To assist the Learning & Digital Support Manager in managing the acquisitions and resource management service functions of the library, including managing budgets and to be responsible for raising purchase orders.

Be responsible for overseeing administrative support for Library and Learning Resources e.g. Claims returns, overdues and reservations.

Work collaboratively and have an understanding of the functions and responsibilities of other colleagues within the department. As required, deputise for the Learning and Digital Support Manager, being flexible and supportive in ensuring operations continue to operate in their absence.

To ensure compliance with relevant internal and external regulatory requirements, and legal requirements in relation to published learning materials and service, e.g. accessibility requirements, copyright, data protection, and Welsh language standards.

Special Features

This role is primarily an 'on-campus' at Wrexham although some blending working can be considered and visits to other Campus's at Northop and St Asaph as required.

Evenings, weekend or out of hours support may be required from time to time. Flexible approach to working hours is therefore required.

There will be a requirement for the post holder to attend meetings and conferences within the UK and occasionally partner organisations as and when required.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: **Academic Support Manager**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Ability to motivate and lead staff and teams.	A/I	E
		1.2	The ability to work effectively with others as a competent team member and co-ordinator.	A/I	E
		1.3	Ability to work independently, logically and analytically with minimum supervision.	A/I	E
		1.4	Good IT skills including a working knowledge of MS Office and social media applications.	A/I	E
		1.5	Excellent interpersonal and presentation skills.	I/P	E/P
		1.6	Proactive attitude, with a commitment to helping improve the service.	A/I	E
2	General & Specialist Knowledge	2.1	Knowledge, understanding and experience of the information / academic skills context in the post 16 learning environment.	A/I	E
		2.2	Teaching qualification or willingness to undertake a teaching qualification.	A/I	D
		2.3	Ability to communication in the medium of Welsh.	A/I	D
		2.4	Knowledge of best practice in conforming to legal requirements, including copyright, intellectual property.	A/I	E
		2.5	Library qualification or equivalent professional experience.	A/I	E
		2.6	Experience of using the Ex Libris library management system.	A/I	D

3	Education & Training	3.1	Degree level qualification or equivalent.	A/I	E
		3.2	Evidence of Continuing Professional Development.	A/I	E
		3.3	Qualification in Higher Education/Learning and teaching, i.e. FHEA or PGCE.	A/I	D
		3.4	Membership of CILIP.	A/I	D
		3.5	Membership of ALDinHE.	A/I	D
4	Relevant Experience	4.1	Experience of working in the library and academic support sector.	A/I	E
		4.2	Experience in creating e-learning materials for online and offline use.	A/I	E
		4.3	Experience of delivering information literacy / academic skills to diverse groups of students.	A/I	D
		4.4	Experience of collaborative working with staff across discipline and departmental boundaries.	A/I	D
5	Special Requirements	5.1	Managing self and personal skills - Being aware of own behaviour and mindful of how it impacts on others, enhancing personal skills to adapt professional practice accordingly.	A/I	E
		5.2	Delivering excellent service - Providing the best quality service to external and internal clients. Building genuine and open long-term relationships in order to drive up standards.	A/I	E
		5.3	Finding solutions - Taking a holistic view and working enthusiastically to analyse problems and to develop workable solutions. Identifying opportunities for innovation.	A/I	E
		5.4	Embracing change - Being open to and engaging with new ideas and ways of working. Adjusting to unfamiliar situations, shifting demands, and changing roles.	A/I	E
		5.5	Using resources effectively - Identifying and making the most productive use of resources including people, time, information, networks, and budgets.	A/I	E
		5.6	Engaging with the wider context Enhancing your contribution to the organisation through an understanding of the bigger picture and showing commitment to organisational values.	A/I	E

		5.7	Developing self and others-Showing commitment to own ongoing professional development. Supporting and encouraging others to develop their professional knowledge, skills, and behaviours to enable them to reach their full potential.	A/I	E
		5.8	Working together-Working collaboratively with others in order to achieve objectives. Recognising and valuing the different contributions people bring to this process.	A/I	E
		5.9	Achieving results- Consistently meeting agreed objectives and success criteria. Taking personal responsibility for getting things done.	A/I	E
Date of Revision					

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

