

## Technical Staff Competency Table

	Technical/Specialist Skills	People & Communication	Data Handling	Health & Safety
Grade 2	<ul style="list-style-type: none"> <li>Works alongside others to operate straightforward equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Listens carefully to accurately identify query and refers to others when required.</li> <li>Capable of effective and appropriate communication</li> </ul>	<ul style="list-style-type: none"> <li>Able to record basic facts in a clear and methodical manner.</li> </ul>	<ul style="list-style-type: none"> <li>Able to prepare basic equipment and resources within safety guidelines.</li> </ul>
Grade 3	<ul style="list-style-type: none"> <li>Able to review and select appropriate techniques, procedures and methods</li> <li>to undertake tasks safely</li> <li>work consistently and effectively with minimal supervision to appropriate standards and protocols</li> </ul>	<ul style="list-style-type: none"> <li>Understands the needs of others and is able to provide appropriate pre-scripted information when required.</li> <li>demonstrates an ability to work effectively with others</li> </ul>	<ul style="list-style-type: none"> <li>Able to carry out basic mathematical operations to order or sort data for others.</li> <li>Able to take accurate readings from tools and instruments.</li> </ul>	<ul style="list-style-type: none"> <li>Provides skilful assistance to colleagues on the preparation of equipment and resources for users within safety guidelines.</li> </ul>
Grade 4	<ul style="list-style-type: none"> <li>Operates without supervision and is responsible for cleaning and first level maintenance tasks.</li> <li>Able to demonstrate to others the set-up and running of equipment.</li> <li>Provides assistance to new users.</li> <li>Capable of contributing to the organisation of tasks and resources</li> </ul>	<ul style="list-style-type: none"> <li>Is required to engage with others to explore their needs, record details accurately and escalating queries that are outside own area of experience.</li> <li>Explains procedures clearly and checks users understanding.</li> <li>Able to develop productive working relationships and an ability to resolve problems</li> </ul>	<ul style="list-style-type: none"> <li>Able to use a wide range of tools, instruments and technologies to obtain data.</li> <li>Records data in a suitable format to enable reporting or evaluation of data for others.</li> <li>Carries out the evaluation of data from experimentation to draw defined and required conclusions.</li> </ul>	<ul style="list-style-type: none"> <li>Proficiently prepares and provides resources and equipment to users, ensuring they are aware of health &amp; safety guidance.</li> </ul>
Grade 5	<ul style="list-style-type: none"> <li>Able to operate and repair specialist equipment as an experienced and proficient user.</li> <li>Uses knowledge and experience to train and supervise less experienced users within their own expertise.</li> <li>Able to identify problems and apply diagnostic methods to identify causes and achieve satisfactory solutions</li> </ul>	<ul style="list-style-type: none"> <li>Proactively engages with others to test and question their understanding so that an accurate record of each query is recorded and resolved, only escalating highly specialist queries to more experienced colleagues.</li> <li>Considers needs of others and makes recommendations to achieve required outcome.</li> </ul>	<ul style="list-style-type: none"> <li>Capable of gathering data from straightforward to more complex situations, to order and evaluate data and use outcomes in an advisory capacity. Able to analyse, interpret and evaluate relevant information, concepts and ideas and to propose solutions to problems</li> </ul>	<ul style="list-style-type: none"> <li>Capable of providing technical guidance to others on the use and application of resources and equipment and information about risk assessment best practice.</li> <li>Competent in carrying out COSHH and risk assessments.</li> <li>Able to manage and apply safe working practices</li> </ul>

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	<ul style="list-style-type: none"> <li>•</li> </ul>			
Grade 6	<ul style="list-style-type: none"> <li>• Capable of designing, constructing &amp; adapting equipment for specific uses.</li> <li>• Competent to manufacture, or specify, spare parts or adaptations required to complete a task.</li> <li>• Has the ability to identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety and environmental impact</li> </ul>	<ul style="list-style-type: none"> <li>• Uses knowledge and experience to proactively engage with others to deal with queries escalated from colleagues, or via direct contact, based on thorough understanding of the short-term and long-term needs of others.</li> <li>• Defines guidance, advice and procedures on the availability and use of resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Capable of using and training others on a range of specialist techniques to interpret results and analyse data.</li> <li>• Is able to make changes and create new equipment or apparatus to test hypothetical situations. Implementing design solutions and contribute to their evaluation</li> <li>• Adept at using more complex mathematical and scientific scripts and formulae and conceptual thinking to analyse data.</li> </ul>	<ul style="list-style-type: none"> <li>• Capable of acting as point of contact for colleagues and others regarding the most appropriate, safe and legitimate use of equipment and resources, explaining detailed risk assessment and critical best practice considerations.</li> <li>• Is able to produce standard operating procedures.</li> <li>• Capable of carrying out training for users, and assessing their activities, to meet agreed specifications as identified with senior colleagues in advance.</li> </ul>
Grade 7	<ul style="list-style-type: none"> <li>• Able to provide professional guidance to others on the design &amp; construction of equipment.</li> <li>• Proactively engages with academic colleagues and others to ensure short-term and long-term needs for resources is thought through during planning activities and suitable alternatives made.</li> </ul>	<ul style="list-style-type: none"> <li>• Understands the importance of engagement internally and externally with specialists and other service providers to provide clear, decisive and definitive solutions to queries.</li> <li>• Identifies and proactively engages well with those who can help improve service to users i.e. support for learning and teaching activities.</li> <li>• Manage the planning, budgeting and organisation of tasks, people and resources. Working to the agreed quality standards, programme and budget, within legal and statutory requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Competent acting as a consultant to staff and students to create new and original research or test questions and methods of investigation to test hypothetical and complex practical situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Capable of developing and carrying out training for others, and assessing their activities, to meet agreed specifications as identified with senior colleagues in advance.</li> <li>• take responsibility for safe working practices and contribute to their evaluation and</li> <li>• improvement</li> </ul>