

Job Families - Professional Services

To download an individual role profile, click on the URL

Umbrella Family	Job Family	Job Family - role outline	G3	G4	G5	G6	G7	G8	G9	
Service Delivery	Administrator	To have general responsibility for the administrative support for a number of departmental functions including recruitment, finance and student administration	Assistant Administrator	Administrator	Senior Administrator (subject matter expert) Senior Administrator (team leader)					
	Coordinator	To serve as a point of contact and link between students, staff members, internal departments, and external contacts. To provide clerical and administrative support ensuring that the processes and services for which they are responsible operate smoothly	Assistant Coordinator	Coordinator	Senior Coordinator (subject matter expert) Senior Coordinator (team leader)					
	Officer	To provide up to date and accurate information, advice and guidance to students, managers and staff at all levels on a specified range of services, procedures or policies			Assistant Officer Officer	Senior Officer				
	Executive Support	Provision of a full range of executive administrative support for senior leaders - Heads of School, Professional Services Directors and the University Executive Group.			Executive Assistant Senior Executive Assistant					
	Manager	To manage a team of people to achieve specific outputs Where a Head of Service manages more than one service					Assistant Manager	Manager	Senior Manager	Head of Service Assistant Director
Advisory	Consultant	Provide expert advice and insight within relevant specialist area to help to address problems, make recommendations and propose improvements to maximise efficiency and effectiveness					Assistant Consultant	Consultant	Senior Consultant	
	Business Partner	Provide professional business partnering support to client group in support of the aspects of the University's strategic and operational plans in area of expertise					Assistant Business Partner	Business Partner	Senior Business Partner	Senior Strategic Business Partner
	Advisor	To undertake role of the institution's subject matter expert in professional field, ensuring appropriate compliance					Assistant Advisor	Advisor	Senior Advisor	
Specialist	Analyst	To develop systems for the collection and organisation of data and to produce reports based on this data to assist departmental decision making Analyse systems & processes, seek to leverage efficiency/ effectiveness by studying its needs, its operating model, its workflows, & its technological systems. Make recommendations that will improve efficiency/ effectiveness & oversee technical development projects					Assistant Analyst	Analyst	Senior Analyst	
	Project Manager	Accomplish project objectives by planning project activities; evaluating implementation and progress of project					Assistant Project Manager	Project Manager	Senior Project Manager	
	Programme Manager	Accomplish project objectives by planning project activities; evaluating implementation and progress of project							Programme Manager	Senior Programme Manager
	Librarian/Archivist	Specialist Pathway					Assistant Librarian/Archivist	Librarian/Archivist	Senior Librarian/Archivist	
Technical	Technician	Management Pathway	Technician I	Technician II	Senior Technician	Technical Supervisor	Technical Manager	Senior Technical Manager	Head of Service	
	Technician	Specialist Pathway			Assistant Technical Specialist	Technical Specialist	Senior Technical Specialist	Scientific Officer		
	Engineer	ITS only					Assistant Engineer	Engineer	Senior Engineer	
	Developer	ITS only					Assistant Developer	Developer	Senior Developer	

Where a role cannot be mapped to a generic role profile, the following template should be used: [Job Profile Template](#)
Guidance Notes about writing a job description are available: [Guidance Notes](#)