**PART 1**

**[Role Title]**

|  |  |  |
| --- | --- | --- |
|  |  |  |

### ROLE DESCRIPTION

|  |  |  |
| --- | --- | --- |
| GRADE Grade [X] LOCATION [Provide campus location: Sighthill, Merchiston, Craiglockhart Edinburgh]  **LINE MANAGER**  [Line Manager Role Title] |  | ROLE SUMMARY [1-3 paragraphs about the role] Line Management Responsibility for: This role does not have any line management responsibilities currently OR This role has line management responsibilities for [insert role titles / no. of line reports here]. |

### MAIN DUTIES AND RESPONSIBILITIES

* X
* X
* X
* X
* X
* X
* X
* X
* Role model the University’s values & behaviours;
* Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/default.aspx), [Information Security](http://staff.napier.ac.uk/services/cit/infosecurity/Pages/InformationSecurity.aspx) and [Records Management](https://staff.napier.ac.uk/services/governance-compliance/governance/records/Pages/default.aspx).

PERSON SPECIFICATION

|  | ESSENTIAL | DESIRABLE |
| --- | --- | --- |
| Education / Qualifications |  |  |
| * X | ✔ |  |
| * X | ✔ |  |
| * X |  | ✔ |
| Skills / Experience |  |  |
| * X | ✔ |  |
| * X | ✔ |  |
| * X | ✔ |  |
| * X | ✔ |  |
| * X | ✔ |  |
| * X | ✔ |  |
| * X | ✔ |  |
| * X | ✔ |  |
| * X |  | ✔ |
| * X |  | ✔ |
| * X |  | ✔ |
| * X |  | ✔ |
| * X |  | ✔ |
| * X |  | ✔ |

**PART 2** - If the role has not been evaluated or is significantly different from the previous role, parts 1 and 2 of the role description form should be completed/updated. Please refer to the Role Description Guidance for Managers to support you completing this section. (*Part 2 will be used for role evaluation purposes only).*

|  |
| --- |
| ROLE Activities & ReQUIREMENTS |
| Communication |
|  |
| Teamwork and Motivation |
|  |
| Liaison and networking |
|  |
| Service delivery |
|  |
| Decision making |
|  |
| Planning and organising resources |
|  |
| Initiative and problem solving |
|  |
| Analysis and research |
|  |
| Sensory and physical demands |
|  |
| Work environment |
|  |
| Pastoral care and welfare |
|  |
| Team development |
|  |
| Teaching and learning support |
|  |
| Knowledge and experience |
|  |
| Any other significant activities not included above or any other information you want to highlight? |

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