

Role Title: **Academic Coordinator**

## **COMMUNICATION**

### **Oral Communication**

Frequently receive, understand and convey straightforward information in a clear and accurate manner.

Frequently receive, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey information to others.

Frequently receive, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.

### **Written Communication**

Frequently receive, understand and convey straightforward information in a clear and accurate manner.

Frequently receive, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others.

Frequently receive, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.

## **TEAMWORK AND MOTIVATION**

### **Participant**

Participate in and deliver their contribution to a team.

### **Primary focus**

Be supportive and encouraging of others in a team; help to build co-operation by setting an example and showing a flexible approach to delivering team results; contribute to building team morale as an active participant in the team.

### **Secondary focus**

Participate in networks within the institution or externally in order to influence events or decisions; and undertake active collaboration to pursue a shared interest.

## **N A E AND PROBLEM SOLVING**

### **Implicit needs**

Solve standard day to day problems as they arise; choose between a number of options which have clear consequences by following guidelines or referring to what has been done before; recognize when a problem should be referred to others.

### **Primary focus**

Use initiative and creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning, weighing up the pros and cons of different approaches; identify and assess practical options; and break the problem down into component parts.

## **ANALYSIS AND RESEARCH**

### **Implicit needs**

Establish basic facts in situations which require further investigation and inform others if necessary.

### **Primary focus**

Analyse routine data or information using pre-determined procedures and gathering the

Occasionally required to give advice on commonly occurring welfare issues or queries; follow standard welfare procedures for the institution; recognise when an individual should be referred elsewhere for professional help; and respect confidentiality.

**EAM DE ELOPMEN**

*(training those outside the work team should be included under Teaching & Learning)*