# Role Review Evidence Form (RREF)

## Section 1: department details

|  |  |
| --- | --- |
| Department / section: |  |

|  |  |
| --- | --- |
| Line manager: |  |

## Section 2: current role details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grade: |  |  | Job title: |  |

|  |  |
| --- | --- |
| Role holder(s): |  |

## Section 3: changes to the existing role

|  |  |
| --- | --- |
| New role title: |  |

### Explain why the role has changed

|  |
| --- |
| Max. 150 words |

### Summarise the changes to the responsibilities and accountabilities of the role

|  |
| --- |
| Max. 150 words |

### Will any other roles be affected by the changes to this role?

|  |
| --- |
| Please give details of the role/role holders |

## Section 4: changes to the requirements of the role

Important:

The following guidance applies:

1. Particular emphasis should be placed on providing evidence and examples for the elements that have changed
2. Evidence and examples are needed for each element except for where the element is not applicable to the role when N/A may be entered

* Be concise but thorough
* Use different examples for the different elements
* Describe the requirements of the role, rather than the role holder

(\*you may be asked for further information for particular elements)

### Element 1a: Oral communication

Does the role require the role holder to carefully explain, clarify or interpret information for others to help them understand? If so, how often? (*give two examples*) (Q2)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to carefully explain, clarify, interpret, summarise or break down scientific, technically complex or specialist information for others to help them understand? If so, how often? (*give two examples*) (Q3)

|  |
| --- |
| Max. 100 words |

### Element 1b: Written communication

Does the role require the role holder to carefully explain, clarify or interpret information for others to help them understand? If so, how often? (*give two examples*) (Q5)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to carefully explain, clarify, interpret, summarise or break down scientific, technically complex or specialist information for others to help them understand? If so, how often? (*give two examples*) (Q6)

|  |
| --- |
| Max. 100 words |

### Element 2: Teamwork and motivation

Describe briefly any responsibilities the role holder has within their immediate work team and, in particular, any responsibilities for supervising or line managing other members of the team (Q8-11)

|  |
| --- |
| Max. 150 words |

Describe any involvement in project teams, working parties or similar (Q8-11)

|  |
| --- |
| Max. 100 words |

### Element 3: Liaison and networking

Does the role require the role holder to contact people outside the immediate work team? If so, describe the purpose for the contact and the information exchanged. (*list key contacts only*) (Q12)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to liaise with working groups and/or networks inside and/or outside the University? If so, describe the role holder’s position in the network, the aims of the network and the information exchanged. (*give two examples*) (Q13)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to initiate/establish any groups/networks **inside** the University? If so, does the role have a current position within this group/network, eg Chair of group? (Q14)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to initiate/establish any groups/networks **outside** the University? If so, does the role have a current position within this group/network, eg Chair of group? (Q15)

|  |
| --- |
| Max. 100 words |

### Element 4: Service delivery

Does the role require the role holder to explore the individual needs of customers, adapt the standard service to meet their specific requirements and agree the scope and deliverables of the service provided? (*give two examples*) (Q17)

|  |
| --- |
| Max. 100 words |

Who sets and monitors the overall standards for the service(s) provided, and is the role required to contribute to setting the level of service provided? (*give two examples*) (Q18)

|  |
| --- |
| Max. 100 words |

### Element 5: Decision making

**Independent decisions**

Does the role require the role holder to make independent decisions? If so, describe the type of decisions and on whom or what the decisions taken will typically impact, and over what timescale? (*give two examples*) (Q19)

|  |
| --- |
| Max. 100 words |

### Collaborative/joint decisions

Does the role require the role holder to make collaborative decisions with others? If so, describe the type of decisions and on whom or what the decisions taken will typically impact, and over what timescale? (*give two examples*) (Q20)

|  |
| --- |
| Max. 100 words |

**Input to the decision making of others**

Does the role require the role holder to provide advice/guidance/information to others to contribute to their decision making? If so, describe the type of decisions and on whom or what the decisions taken will typically impact, and over what timescale? (*give two examples*) (Q21)

|  |
| --- |
| Max. 100 words |

### Element 6: Planning and organising resources

Does the role require the role holder to work to a set routine, or plan, prioritise and organise own work or resources to achieve agreed requirements/objectives/targets? (Q23)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to plan, prioritise and organise the work/resources of others within own work area or beyond, and/or plan and manage small scale projects? (*give two examples*) (Q24)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to be responsible for the operational planning and organisation of larger projects, or a specific area of work and/or co-ordinating a number of teams or projects on a monthly, quarterly or annual basis? (*give two examples*) (Q25)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to carry out major planning on a long-term or strategic basis that will affect large parts of the University and possibly impact on national or international activities? (*give two examples*) (Q26)

|  |
| --- |
| Max. 100 words |

### Element 7: Initiative and problem solving

Does the role require the role holder to resolve problems? If so, describe the type of problems, and if the problems are resolved by referring to guidelines, regulations and existing practices. (*give two examples*)  
 (Q28)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to use initiative, or the ability to generate new or creative approaches to resolving problems where there is a mass of information, or diverse, partial and conflicting data with a range of potential options available? (*give two examples*) (Q29)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to resolve complex, novel or unusual problems where the resolution calls for innovation and creativity, and initiate solutions that take into account strategic implications for the University and which do not limit future choices? (*give two examples*) (Q30)

|  |
| --- |
| Max. 100 words |

### Element 8: Analysis and research

Does the role require the role holder to gather/collate information/data for self or others and establish basic facts in situations that require further investigation, or analyse routine data or information using predetermined procedures? (*give two examples*) (Q32)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to use standard/routine techniques/methods for gathering and analysing information, or will the role holder design a technique/method of analysis according to the type of information/data being analysed? (*give two examples*) (Q33)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to analyse or research complex ideas, concepts or extensive data from different perspectives, and determine how best to apply existing methodologies according to the overall context, objectives and expectations? (*give two examples*) (Q34)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to identify the research question within a specific context, generate original ideas to build on existing concepts or generate new concepts and methodologies? (*give two examples*) (Q35)

|  |
| --- |
| Max. 100 words |

### Element 9: Physical and sensory demands

Does the role require the role holder to:

* Routinely use any tools or equipment to carry out work?
* Lift, carry or handle large or heavy objects routinely or for long periods?
* Work in cramped, confined or difficult spaces or awkward positions for long periods? (Q36)

|  |
| --- |
| Max. 100 words |

### Element 10: Work environment

Where is the role based? (eg office, laboratory, outside)

|  |
| --- |
| Max. 20 words |

Does the role require the role holder to take any special measures to reduce the risk to others working in the same environment, or control any aspects of the environment before or while working there, or to use any safety equipment and/or special clothing? (Q38)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to make any assessment of the level of risk in the work being carried out, or in the environment in accordance with legislation and guidelines, and/or responsible for the overall control of the work environment, and making sure that others working there are not put at risk? (Q39)

|  |
| --- |
| Max. 100 words |

### Element 11: Pastoral care and welfare

Does the role require the role holder to be formally responsible for the care and welfare of others? If so, describe the level of involvement and the type of issues: (Q41)

|  |
| --- |
| Max. 100 words |

Does the role have formal responsibility for dealing with serious welfare issues? (Q42)

|  |
| --- |
| Max. 100 words |

### Element 12: Team development

Does the role require the role holder to assist in the induction of new members to the immediate work team and provide advice or guidance on standard information and practices? If so, provide an example and how frequently this occurs (Q43)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to train other members of the team on specific techniques, practices, procedures or work-related tasks? If so, what are these, and how often would training sessions be undertaken? (Q44)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to undertaking team performance reviews, set objectives, formulate role development plans and provide feedback to team-members? (Q45)

|  |
| --- |
| Max. 100 words |

### Element 13: Teaching and learning support – outside their immediate work team

Does the role require the role holder to introduce staff or students outside their immediate work team to standard information or procedures by providing advice or guidance, eg providing simple demonstrations or explanations? (*give two examples*) (Q46)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to provide training, coaching or instruction to staff or students outside their immediate work team on specific tasks, issues or activities, assess performance and provide feedback? (*give two examples*) (Q47)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to deliver and/or assess a course or module within their own (academic) discipline or specialism and design own material? *(describe the subject matter, any materials designed, any training and assessment carried out)*  (Q48)

|  |
| --- |
| Max. 100 words |

Does the role require the role holder to contribute to curriculum development, to deliver and assess a range of teaching or development activity within a particular academic discipline or specialism, teaching across the breadth or depth of the subject; challenge thinking and foster debate; encourage the development of intellectual reasoning and rigour? *(describe)* (Q49)

|  |
| --- |
| Max. 100 words |

### Element 14: Knowledge and experience

What knowledge and experience is essential for the role? (Q50)

|  |
| --- |
| Max. 150 words |