

**Guidance Notes to Sections 1-14:**

Please complete this form by providing examples of the role requirements for each of the 14 elements. Guidance is provided in the **HERA 14 Elements Guidance Notes**, which you are encouraged to refer to when completing this form, and provides explanations for each of the 14 Elements and examples to best assist in the detailed completion of this form.

Think carefully about the role content that is required to be undertaken to ensure the job holder is meeting the requirements. Endeavour not to consider a current or previous incumbent of a role, as this evaluation is about the role requirements and not about the person undertaking the role.

Not all the questions will be relevant to your role but it is important that you fully detail with evidence and examples against the questions. Please write ‘not applicable’ against sections that are not relevant to your job.

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| **Activities** | **Examples of role requirements** |
| **1 Communication (Oral and Written)** | |
| Examples of Role Requirements | |
| **2 Teamwork and motivation** | |
| Examples of Role Requirements | |
| **3 Liaison and networking** | |
| Examples of Role Requirements | |
| **4 Service delivery** | |
| Examples of Role Requirements | |
| **5 Decision making** | |
| Examples of Role Requirements | |
| **6 Planning and organising resources** | |
| Examples of Role Requirements | |
| **7 Initiative and problem solving** | |
| Examples of Role Requirements | |
| **8 Analysis and research** | |
| Examples of Role Requirements | |
| **9 Sensory and physical demands** | |
| Examples of Role Requirements | |
| **10 Work environment** | |
| Examples of Role Requirements | |
| **11 Pastoral care and welfare** | |
| Examples of Role Requirements | |
| **12 Team development** | |
| Examples of Role Requirements | |
| **13 Teaching and learning support** | |
| Examples of Role Requirements | |

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| **14 Knowledge and experience** |
| Examples of Role Requirements |
| **Any other significant activities not included above?** |