

Occupational Coding for Higher Education Staff

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SECTION 1: DESCRIPTION OF MANUAL

1.1 Introduction: Classifying Occupations Higher Education

The Standard Occupational Classification (SOC) provides a national standard for categorising occupational information. SOC forms the basis of occupational classification in a variety of national surveys that collect statistical information such as the Labour Force Survey and New Earnings Survey. In addition to the production of statistical information, other examples in the everyday use of SOC include the registration of deaths and the matching of job seekers and vacancies by the national employment service. The utilisation of SOC for classifying occupations within the Higher Education (HE) sector would therefore both allow for the heterogeneity of occupations that exist and enable comparisons to be made with other sectors of the economy and from a variety of data sources.

However, some difficulties would emerge in the direct application of SOC for occupational coding within the HE sector. At the most aggregate level, SOC distinguishes nine broad categories termed Major Groups. However, the titles associated with these Major Groups, which by necessity have to be general in their nature in order to encompass all occupations, do not provide an intuitive method of classifying the occupations within HE. Secondly, the coding manuals of the Standard Occupational Classification contain information on many occupations and job titles that are not of relevance to the HE sector. The classification of occupations within higher education has therefore necessitated the development of a variant of the national standard that is relevant for the HE sector.

1.2 Occupational Categories for Use in the Staff Record

The purpose of this occupational coding manual is to enable the classification of job titles found within the HE sector to one of 13 broad occupational categories. The relationship between SOC and the occupational categories developed for the staff record is outlined in table 1 and is further highlighted by the numbering convention used. Groups 1, 5, 6, 7, 8 and 9 correspond directly to the same Major Groups of SOC 2000. Groups 2A and 2B together correspond to Major Group 2. Groups 3A, 3B and 3C combine to correspond to Major Group 3 of SOC. Finally, Groups 4A and 4B combine to correspond to Major Group 4 of SOC2000.

The composition and titles of these broad occupational categories warrants further discussion. Firstly, to achieve the highest level of comparability with other sources of statistical information that incorporate an occupational classification based upon SOC, it was decided that none of the occupational categories developed for HE should span across the Major Groups of SOC. However, in some occupational areas, it was felt that the Major Groups of SOC2000 did not provide sufficient detail to enable efficient occupational coding. In these areas the Major Groups of SOC have been divided into constituent parts that reflect the occupational composition of employment within the HE sector.

Secondly, the choice of titles for these categories are a reflection of the most commonly occurring job titles that will be coded to each of these 13 occupational groups. The titles

that have been given to these broad occupational categories are generally more detailed than the titles of the nine Major Groups of SOC which use generic terms such as ‘Skilled Trades’ and ‘Personal Services’. The extra detail in the titles of above occupational categories should enable many job titles within the HE sector to be coded to one of these 13 groups purely on the basis of their group titles alone.

Table 1: Occupational Codes for the Aggregate Staff Record

SOC2000 Major Group	Occupational Code for Aggregate Staff Record
1. Managers And Senior Officials	1. Managers
2. Professional Occupations	2A. Academic professionals
	2B. Non academic professionals
3. Associate Professional And Technical Occupations	3A. Laboratory, engineering, building, it and medical technicians (including nurses)
	3B. Student welfare workers; careers advisers; vocational training instructors; personnel and planning officers
	3C. Artistic, media, public relations, marketing and sports instruction occupations
4. Administrative And Secretarial Occupations	4A. Library assistants, clerks and general administrative assistants
	4B. Secretaries, typists, receptionists and telephonists
5. Skilled Trades Occupations	5. Chefs, gardeners, electrical and construction trades, mechanical fitters and printers
6. Personal Service Occupations	6. Caretakers, residential wardens, sports and leisure attendants, nursery nurses and care occupations
7. Sales And Customer Service Occupations	7. Retail and customer service occupations
8. Process, Plant And Machine Operatives	8. Drivers, maintenance supervisors and plant operatives
9. Elementary Occupations	9. Cleaners, catering assistants, security officers, porters and maintenance workers

1.3 Description of Occupational Coding Manual

This coding manual is divided into 2 main sections. The first section of this document consists of a coding index to assist in the location of job titles within the new classification. The coding index takes the form of an alphabetically coded list of job titles that are specific and well known within HE. Each entry in the job title index is

accompanied by one of the thirteen aggregate codes to be utilised in classifying occupations. Guidance notes for the use of this index are presented in section 1.6.

The second section provides a description of the new SOC based classification to be utilised in the coding of occupational information. This section contains the titles and associated descriptions of the aggregate occupational categories. These aggregate descriptions are followed by more detailed descriptions of the types of jobs found within the HE sector that should be classified to that aggregate category. Each of the descriptions is accompanied by a short list of the most commonly occurring job titles. The selection of these job titles has been based upon job title information supplied by around 20 HEIs.

1.4 How to Use the Coding Manual

Many job titles used in the HE sector will be able to be coded purely on the basis of the titles given to the broad aggregate categories. For example, from the titles given to the thirteen occupational categories, it is apparent that ‘chefs’ are classified to group 5 ‘Chefs, gardeners, electrical and construction trades, mechanical fitters and printers’.

However, not all job titles that are used in the HE sector will be able to be coded in this manner. If users are not sure where to locate a particular job title within the classification on the basis of the titles of the broad occupational categories alone, users should next attempt to locate the job title within the coding index. For example, by looking at the coding index users can see that people with the job title ‘caterer’ should also be coded to group 5.

A large majority of job titles used within the HE sector should be covered by those entries that appear in the coding index. However, it is inevitable that those responsible for occupational coding will come across job titles that are not contained within the index. For example, specialist institutions such as agricultural colleges, music colleges and institutions of art and design may employ people in occupations that are not commonly found across the remainder of the HE sector. Older institutions may retain job titles that are not used elsewhere. Where a job title cannot be located within the coding index, users will need to consult the descriptions of the aggregate categories contained in section 3 and make a judgement regarding the most appropriate code. Finally, no attempt should be made to code job titles beneath the level of the 13 broad occupational categories. The more detailed coding contained within section 3 is for descriptive purposes only.

1.5 Conceptual Basis of Occupational Coding

The major group structure of SOC as outlined in table 1 consists of a broad set of nine occupational categories that are designed to be useful in bringing together occupations that are similar in terms of qualifications, training, skills and experience commonly associated with the competent performance of work tasks. Occupation is most often determined by reference to a person’s main job at a reference time. Defined as a set of tasks to be carried out by one person, jobs are primarily recognised by their associated job title. Within SOC, jobs are classified into groups according to their skill level and

skill content. The concept of ‘skill’ is operationalised in terms of the nature and duration of the qualifications, training and work experience required to become competent to perform the associated tasks in a particular job. There are two important issues that users should bear in mind when undertaking occupational coding.

1.5.1 The Need for Coding Consistency

In the development of SOC, a variety of sources of information about the terminology of occupations and the work content of jobs were consulted. Despite these efforts to gain as much detailed information regarding the use of job titles and their associated tasks as was possible, the use of job titles will vary. Consequently, not all definitions can be expected to coincide exactly with specific jobs in any particular establishment or in a given locality. There will be instances where users of this manual who have the benefit of local knowledge regarding the tasks performed by a given employee or group of employees will feel that the occupational code given to a job title is inappropriate. **For the purpose of consistency across different HE institutions and for consistency with other sources of occupational data, it is important that users follow the instructions of this coding manual.**

1.5.2 Occupational Coding and Hierarchy

Relating to the issue of local knowledge, users of this coding manual need to be aware that **SOC is not a grade based system**. Accurate occupational coding cannot be made on the basis of salary grade. Furthermore, **users of the manual should not attempt to differentiate occupational coding on the basis of salary grade**. A librarian who is on the lowest point of their salary scale should be allocated the same SOC code as a librarian who is on the highest point of their salary scale.

Users should also note the treatment of terms in job titles that denote position within a hierarchy such as deputy, assistant, senior, principal etc. Job titles prefixed by words which indicate a position in a hierarchy, for example, ‘apprentice’, ‘assistant’, ‘chief’, ‘departmental’, ‘deputy’, ‘head’, ‘under’, are normally coded as though the prefix word were not present (see section 1.6.2 for a discussion of the treatment of such terms).

1.6 Job Titles and the Coding Index

The following section provides general guidance notes regarding the coding of job titles and the use of the coding index.

1.6.1 Irrelevant Terms in Job Titles

A number of terms that may be contained within job titles are not relevant for the purpose of occupational coding. Such terms generally describe the nature of the employment contract such as temporary status (e.g. casual, temporary, fixed term, relief, permanent), hours of work (e.g. full time, part time), time of work (e.g. days, evenings, nights, weekends) or levels of skill attainment (skilled, unskilled, time served, trainee). Irrelevant terms more specific to the HE sector include ‘fee paid’ and ‘placement student’. These terms are not included within the coding index and users should therefore not consider these terms when coding job titles. For example, in searching for the job title ‘part-time secretary’, users should ignore the term ‘part time’ and code this job title as if it were just ‘secretary’.

1.6.2 Terms that Denote Positions in a Hierarchy

Job titles prefixed by words which indicate a position in a hierarchy, for example, ‘apprentice’, ‘assistant’, ‘chief’, ‘departmental’, ‘deputy’, ‘head’, ‘under’, **are normally coded as though the prefix word were not present**. For example, the job title ‘deputy accounts manager’ would be coded as if the job title were ‘accounts manager’.

Due to the common usage of such terms in job titles for employees in HE, many of these terms have been retained in the coding index (e.g. principal research fellow, senior research fellow). However, users are advised that if they are unable to find such a prefixed job title in the index, then they should attempt to search for the job title as if the prefix term was not present.

1.6.3 Double-Barrelled Job Titles

Sometimes a job title is expressed as two titles connected by a hyphen or a forward slash (e.g. porter-caretaker). Some commonly occurring hyphenated job titles are listed in the index. Where a double-barrelled job title does not appear in the index, users should look up the first part of the title only. Only use the second title if the first is not included in the index.

1.6.4 Qualifying Terms

In many cases a job title is made more specific by the use of additional qualifying terms. This is particularly important when a job title can be used in different contexts (e.g. technician, clerk, project officer, project manager, director, team leader). The most common form of qualifying terms used in the index relate to the context in which the work takes place and appear in brackets after the job title.

A good example of the use of qualifying terms is in the case of the job title ‘technician’. Where no additional information is available, the job title technician will be coded to group 3A. However, additional information regarding the context in which a technician works has important implications for occupational coding. For example, a technician working in a horticultural setting will be coded to group 5. This example indicates that when users have to code job titles that is general in nature, such as ‘technician’, it is important that they consider which department that person is working in.

Technician	3A
Technician (Architectural)	3A
Technician (Audio-Visual)	3C
Technician (Building Services)	3A
Technician (Computer Servicing)	5
Technician (Electrical/Electronic)	3A
Technician (Engineering)	3A
Technician (Grounds)	5
Technician (Horticultural)	5
Technician (ICT)	3A
Technician (Laboratory)	3A

In some cases, additional qualifying terms can take the form of professional qualifications to differentiate between different occupations. An example of this is an accountant, where professionally qualified accountants are coded to 2B and unqualified accountants are coded to 4A. It is unlikely that information on qualifications will be

available to users. In such cases, judgements will have to be made on the basis of the descriptions incorporated within section 3 of the manual.

Accountant (Qualified)	2B
Accountant (Unqualified)	4A

1.7 Additional Guidance for Specific Occupational Areas

The following sections provide additional guidance notes in areas that are of particular importance for the HE sector or where it is thought that those responsible for occupational coding may experience particular difficulties.

1.7.1 Academic and Non Academic Managers

Non Academic Managers

The occupational coding manual makes the distinction between managers of academic departments and managers of non-academic departments. Managers, directors and heads of **non-academic departments or services** (e.g. estates, personnel, IT, marketing etc) **will be allocated to Group 1**. Managers are defined as those individuals who are responsible for the planning, direction and co-ordination of the policies and activities of enterprises or organisations, or their internal departments or sections.

Users should note the importance in the definition of managers the phrase ‘or their internal departments or sections’. An individual with the job title manager should be generally be allocated to group 1 regardless of the size or perceived importance of their department or section.

Users of the manual are likely to be confronted by a number of occupations at the boundary of the managerial function. Users may feel that certain jobs that contain the word manager should not be regarded as managerial. A common example of this is the job title ‘office manager’. With local knowledge, users of the manual may regard people who have this job title as performing a high level clerical role rather than a managerial function. However, **to maintain consistency across the sector, users are reminded to follow the instructions of the coding manual even if these appear counterintuitive at local level.**

People can typically be allocated to group 1 on the basis that ‘head’, ‘director’ or ‘manager’ appear in the job title. However, there are some exceptions to this general rule. **Senior administrators and registrars should be allocated to group 2b: Non Academic Professionals.** These individuals plan, organise and co-ordinate and direct the administrative work and financial resources of universities. There are several job titles that contain the words manager, director, or head of that should be allocated to this group:

examinations manager
director (academic registry)
head of administration

Vice Chancellors and Heads of Academic Departments

Senior academics who act as vice chancellors or directors/heads of schools, colleges, academic departments or research centres should be coded to group 2A: Academic Professionals. It is acknowledged that these individuals are primarily engaged in managerial functions and are not generally involved in teaching or academic research. Placement in this group however is a reflection that their qualifications and academic experience in HE will be similar to senior academics actively involved in teaching and research.

1.7.2 Administrators vs Administrative Occupations

The job title ‘administrator’ is widely used within the Higher Education Sector. For the purpose of occupational coding, careful attention needs to be given to the context in which this job title is used in order to determine which occupational group is of most relevance.

Administrators should only be allocated to group 2B: Non Academic Professionals if they perform a senior administrative role in organising, directing and co-ordinating the administrative work of a university. These roles should generally be considered as equivalent to academic registrars, bursars and faculty/departmental administrators. Such senior administrators will typically possess a degree or equivalent professional qualification.

Administrators who perform more general clerical and administrative tasks should be allocated to group 4A: Library Assistants, Clerks and General Administrative Assistants. Such workers will be responsible for the recording, filing and dissemination of administrative documentation. These roles should be regarded as equivalent to administrative officers and administrative assistants. Whilst these workers will typically possess a good standard of general education, they would not normally be expected to hold a degree or equivalent qualification. Common job titles that contain the word administrator that should be allocated to this group include:

Admissions administrator
Clerical administrator
Finance administrator
Income administrator
Office administrator
Student records administrator
Unit administrator

It should also be noted that there are other areas in the index where job titles contain the word administrator. For example, human resource administrators and personnel administrators are coded to group 3B: Student welfare workers; careers advisers; vocational training instructors; personnel and planning officers. Users should consult the index of job titles in Section 2 and descriptions of occupational groups in Section 3 to determine where a job title containing the term ‘administrator’ should be allocated. Only where no further information is available should the default code for university administrators be used 2B: Non Academic Professionals.

Another example of where a commonly occurring job title within HE can reflect either a senior administrative role or a clerical role is in the case of secretary. **Where secretaries**

perform general clerical and organisational duties in support of management or other workers, **such employees should be coded to Group 4B: Secretaries, typists, receptionists and telephonists.** Where secretaries perform a senior administrative role, these employees should be coded to **Group 2B: Non Academic Professionals.** Job titles that include the word secretary but may be considered as senior administrators include:

Assistant Secretary
Secretary of/to the Council
Secretary of/to the Court
Secretary of/to the Degree Committee
Secretary of/to the Faculty Board
Secretary of/to the Governors
Secretary of/to the Senate
University Secretary

Two entries are provided for each of these titles in the coding index to alert users to possible alternative meanings of these titles. Again, users will need to decide whether a particular job title is a secretarial job or a senior administrative role.

1.7.3 Technicians

The discussion of qualifying terms in section 1.6.4 highlighted the wide variety of job titles that contain the word technician. Despite this, occupational coding is relatively straightforward in this area given that a majority of these titles that contain the terms ‘technician’, ‘technical officer’ or ‘technical assistant’ should be allocated to group 3A: Laboratory, Engineering, Building, IT and Medical Technicians. The exceptions to this rule are:

Horticultural/Grounds Technicians: Group 5
Telecommunications/Computer/Office Equipment Servicing Technicians: Group 5
Audio Visual/Media Technicians: Group 3C
Plumbing/Heating/Ventilation Technicians: Group 5

Where those responsible for coding are provided with the titles ‘technician’, ‘technical officer’ and ‘technical assistant’ and have no further information regarding the context in which that individual works, **the default code of 3A should be allocated.**

1.7.4 Information Technology Occupations

Manual users should pay particular attention to the job title index and group descriptions in order to differentiate between the different occupations that relate to the design and implementation of information and communication technologies. The following provides an overview of the types of IT occupations that should be classified to the different broad occupational categories.

Group 1: **Information and Communication Technology Managers** plan and co-ordinate the work necessary for the provision of information technology services. Job titles include Computer Manager, IT Manager and Director of IT Services.

Group 2B: **Computing Consultants, Analysts and Programmers** are responsible for the technical design, development and application of hardware and software systems. Job

titles include Information Consultant, Computer Programmer/Analyst, Systems Programmer/Analyst, Software Engineer and Web Developer

Group 3A: **IT Operations and User Support Technicians** are responsible for monitoring the day to day running of computer systems and provide technical support, advice and guidance for users. Job titles include Computing/er Operator, Computing/er Technician and Computing/er Officer

Group 4A: **Database Assistants and Clerks** are 'data entry' type occupations who create, maintain and update information held on electronic databases. Job titles include Computing/er Assistant and Data Entry Clerk.

Group 5: **Computer Installation and Maintenance Engineers** install, maintain and repair personal computers, mainframe and other computer hardware. Job titles include Computer Maintenance Engineer, Computer Service Engineer, and Computer Service Technician.

1.7.5 Building Maintenance Staff

Manual users should also pay particular attention to the job title index and group descriptions in order to differentiate between the different occupations that relate to the maintenance of campus buildings. The following provides an overview of the types of building maintenance occupations that should be classified to the different broad occupational categories.

Group 1: **Maintenance, Grounds and Construction Managers** plan, organise, direct and co-ordinate building construction and maintenance activities. Job titles coded to this group include Clerk of Works, Building Manager and Construction Manager.

Group 3A: **Building Services Technicians/Engineers** ensure that all the services involved in the running of a building, such as heating, lighting, ventilation, air conditioning and power are designed, installed and maintained. Most job titles coded to this group directly refer to building services technicians.

Group 5: **Construction Trades** refer to those who work in traditional construction trade occupations that have well defined job titles such as plumber, carpenter, builder, joiner and painter. More generic job titles such as craftsman, tradesman may also be used.

Group 8: **Maintenance Officers and Supervisors** perform a variety of general tasks in relation to the construction, maintenance and repair of buildings and oversee **basic** maintenance tasks undertaken by maintenance assistants and estates workers. Job titles coded to this group refer to Maintenance/Buildings Supervisors and Foremen.

Group 9: **Maintenance and Estate Workers** undertake **basic** labouring and construction tasks in the maintenance and repair of university buildings and grounds. Job titles coded to this group include handyman, labourer, estate worker and maintenance worker.

1.7.6 Clinical Academics and Practitioners

The coding manual makes a distinction between those people who are employed in clinical occupations who are regarded as academic staff (by virtue of undertaking

significant lecturing and research activities) and those who are employed in clinical occupations as practitioners and who do not undertake academic activities. For example, GPs working in a campus based practice should be treated differently to GPs working in a health centre run by a medical school and who are actively engaged in research or lecturing activities. This distinction will be particularly important for those institutions that embody medical schools or departments engaged in health services research.

Those employed in clinical occupations that are regarded as academic staff should be coded to Group 2A: Academic Staff. Those employed in clinical occupations as practitioners should be coded to Group 2B: Non Academic Professionals, with the exception of nurse and midwifery practitioners who should be coded to Group 3A: Laboratory, Engineering, Building, IT and Medical Technicians. Users of the manual will observe that in the index, many of the job titles relating to medical occupations will provide two coding options; one academic and one non-academic. Users will need to consider whether these people are medical practitioners or academic staff.

SECTION 2: CODING INDEX

Academic Administrator	2B	Admissions Tutor	2A
Academic Centre Secretary	4B	Advertising Manager	1
Academic Development Adviser	3B	Advice Worker	3B
Academic Group Secretary	4B	Adviser (Student Services)	3B
Academic Manager	2B	Aerobics Instructor	3C
Academic Planner	2B	Aeronautical Engineer (Professional)	2B
Academic Quality Officer	2B	Affiliated Lecturer	2A
Academic Registrar	2B	Agricultural Engineer	2A
Academic Secretary	4B	Agricultural Worker	9
Academic Standards Officer	2B	Air Conditioning Engineer	5
Accommodation Adviser	3B	Alarm Engineer	5
Accommodation Bureau Assistant	3B	Allocations Officer	4A
Accommodation Manager	1	Allocations Secretary	4B
Accommodation Officer	3B	Alternating Hall Porter	9
Accommodation Services Manager	1	Alumni Assistant	3C
Accommodation Supervisor	6	Alumni Officer	3C
Account Representative (Advertising)	3C	Alumni Relations Officer	3C
Accountancy Assistant	4A	Anaesthetist (Academic)	2A
Accountant (Qualified)	2B	Anaesthetist (Non academic)	2A
Accountant (Unqualified)	4A	Analyst/Adviser (ICT)	2B
Accounts/ing Assistant	4A	Analyst/Programmer (ICT)	2B
Accounts/ing Clerk	4A	Analytical Chemist (Academic)	2A
Accounts/ing Manager	1	Analytical Chemist (Non Academic)	2B
Accounts/ing Officer	4A	Ancillary Sports Attendant	6
Accounts/ing Supervisor	4A	Ancillary Sports Hall Attendant	6
Accreditation Adviser	3B	Ancillary Sports Hall Assistant	6
Accreditation Officer	3B	Animal Technician	6
Acquisitions Assistant	4A	Anthropologist	2A
Actuary	2B	Applications Developer (ICT)	2B
Administration And Finance Assistant	4A	Applications Programmer (ICT)	2B
Administration Assistant	4A	Applications Support Assistant (ICT)	3A
Administration Manager	1	Applications Support Officer (ICT)	3A
Administration Officer	4A	Appointments Administrator (Clerical)	4A
Administration Secretary	4B	Appointments Administrator (Senior)	2A
Administrative And Information Assistant	4A	Arborist	9
Administrative Assistant	4A	Archaeologist	2A
Administrative Assistant (Legal Secretary)	4B	Architectural Assistant	3A
Administrative Assistant (Medical Practice)	4B	Architectural Technician	3A
Administrative Manager	1	Architectural Technologist	3A
Administrative Officer	4A	Archives Assistant	4A
Administrative Secretary	4B	Archivist	2B
Administrator	2B	Art Gallery Attendant	9
Administrator (Clerical)	4A	Art Model	3C
Administrator Special	2B	Artist	3C
Administrator/Secretary	4B	Arts Centre Coordinator	3C
Admissions Administrator	4A	Arts Centre Technician	3A
Admissions Assistant	4A	Arts Development Officer	3C
Admissions Assistant/Team Member	4A	Arts Officer	3C
Admissions Clerk	4A	Assembler	8
Admissions Coordinator	4A	Assembly Operator	8
Admissions Officer	4A	Assessments Clerk	4A
Admissions Secretary	4A	Assessments Officer	4A

Assignment Clerk	4A	Associate Dean	2A
Assistant (Catering)	9	Associate Dean (Enhancement)	2A
Assistant (Clerical)	4A	Associate Dean (Operations)	2A
Assistant (Printing)	9	Associate Dean (Research)	2A
Assistant (Reprographics)	9	Associate Director (Course, Studies)	2A
Assistant Academic Registrar	2B	Associate Fellow	2A
Assistant Accountant	4A	Associate Head (Academic Department)	2A
Assistant Archivist	2B	Associate Head Of Department (Academic Department)	2A
Assistant Bar Steward	9	Associate Lecturer	2A
Assistant Buyer	3C	Associate Teacher	2A
Assistant Chef	5	Attendant (Catering)	9
Assistant Computing Officer	3A	Audio Typist	4B
Assistant Cook	5	Audio Visual Aids Technician	3C
Assistant Dean (Academic)	2A	Audio Visual Technician	3C
Assistant Dean (Clergy)	2B	Audiologist	3A
Assistant Director (Building and Contracting)	1	Audit Assistant	4A
Assistant Director (Course, Studies)	2A	Auditor (Qualified)	2B
Assistant Domestic Supervisor	6	Author	3C
Assistant Electrician	5	Automobile Engineer (Professional)	2B
Assistant Engineer (Fitter)	5	Automobile Engineer (Mechanic)	5
Assistant Faculty Administrator	2B	Auxiliary Plant Attendant	8
Assistant Finance Officer	4A	Auxiliary Security Officer	9
Assistant Gardener	5	Awards And Ceremonies Adviser	3B
Assistant Groundsperson	5	Bank Reconciliation Clerk	4A
Assistant Group Secretary	4B	Bank Reconciliation Manager	4A
Assistant Housekeeper	6	Banqueting Manager	1
Assistant Human Resources Officer	3B	Bar Assistant	9
Assistant Librarian	2B	Bar Manager	1
Assistant Library Officer	4A	Bar Person	9
Assistant Management Accountant (Unqualified)	4A	Bar Staff	9
Assistant Nurse (Non Academic)	6	Bar Steward	9
Assistant Personnel Officer	3B	Bar Supervisor	9
Assistant Principal	2A	Barman/Maid/Person	9
Assistant Psychologist (Academic)	2A	Barman/Porter	9
Assistant Psychologist (Non Academic)	2B	Barperson	9
Assistant Purchasing Officer	3C	Bedder	9
Assistant Registrar	2B	Bedel	2B
Assistant Registry	2B	Bibliographic Assistant	3C
Assistant Safety Officer	3B	Bibliographical Assistant	3C
Assistant Secretary (Senior Administrative)	2B	Binder's Assistant	5
Assistant Secretary (Clerical)	4A	Bindery Assistant	5
Assistant Security Supervisor	9	Bindery Technician	5
Assistant Storekeeper	9	Biochemist	2A
Assistant Student Housing Officer	3B	Biological Services Technician	3A
Assistant Supervisor (Building)	8	Biologist	2A
Assistant Supervisor (Grounds)	5	Boiler Attendant	8
Assistant Supervisor (Painting And Decorating)	5	Boiler Operative	8
Assistant To The Director	4A	Boiler Operator	8
Assistant Treasurer	4A	Boilerman	8
Assistant Warden	6	Book Reprinting/Conservation Technician	5
Associate (Research)	2A	Bookbinder	5
Associate Adviser (Student Services)	3B	Booking Coordinator	4A
		Bookkeeper	4A
		Booksewer	5

Botanist	2A	Careers Assistant	3B
Box Office Assistant	4A	Careers Officer	3B
Box Office Clerk	4A	Caretaker	6
Box Office Manager	1	Carpenter	5
Box Office Operator	4A	Carpenter/Joiner	5
Broadcaster	3C	Cartographer	3A
Broadcasting Engineer (Professional)	2B	Caseworker	3B
Broadcasting Engineer (Electrician)	5	Cash Office Clerk	4A
Builder (Building And Contracting)	5	Cashier (Clerk)	4A
Builder And Decorator	5	Cashier (Retail Trade)	7
Builder's Joiner	5	Cataloguer	4A
Builder's Labourer	9	Cataloguer (Library)	4A
Building Attendant	6	Cataloguing Assistant	4A
Building Cleaner	9	Caterer	5
Building Engineering Technician	3A	Catering Assistant	9
Building Manager	1	Catering Manager	1
Building Officer	5	Catering Porter	9
Building Services Officer	3A	Catering Services Manager	1
Building Services Technician	3A	Catering Supervisor	9
Building Services Technician (Electrical)	3A	Centre Coordinator (Student Services)	3B
Building Site Foreman	8	Centre Manager (Leisure and Entertainment)	1
Building Supervisor	8	Centre Manager (Research)	2A
Building Surveyor	2B	Centre Manager (Student Services)	1
Building Technician	3A	Centre Manager (Training)	1
Building Worker	9	Centre Secretary	4B
Bulldog	9	Ceramics Engineer	5
Bursar	2B	Ceramics Technician	5
Bus Driver	8	Certified Accountant	2B
Business Analyst	2B	Chair	2A
Business Development Adviser	3C	Chair (Psychology)	2A
Business Development Coordinator	3C	Chairman Of Faculty Board	2A
Business Development Executive	3C	Chairman Of The Degree Committee	2A
Business Development Manager	1	Chambermaid	9
Business Development Officer	3C	Chaplain	2B
Business Information Manager	1	Chargehand Assembly Operator	8
Business Liaison Adviser	3C	Chargehand Gardener	5
Business Liaison Officer	3C	Chartered Accountant	2B
Business Manager	1	Chartered Librarian	2B
Business Systems Analyst	3B	Chartered Physiotherapist	3A
Buyer	3C	Chartered Surveyor	2B
Buying Coordinator	3C	Chauffeur	8
Cafe Assistant	9	Check-Out Operator	7
Campus Assistant	9	Chef	5
Campus Patrol Officer	9	Chef De Partie	5
Campus Patrol Supervisor	9	Chef/Cook	5
Campus Postperson	9	Chemist (Academic)	2A
Campus Warden	6	Chemist (Pharmacist)	2B
Canteen Assistant	9	Chief Accounts Clerk	4A
Canteen Manager	1	Chief Animal Technician	6
Car Park Attendant	9	Chief Audio Visual Aids Technician	3C
Cardiographer	3A	Chief Building Services Technician	3A
Career Adviser	3B	Chief Catering Assistant	9
Career Consultant	3B	Chief Clerk	4A
Careers Adviser	3B	Chief Clerk (Accounts)	4A
Careers Advisor	3B	Chief Computer Officer	3A

Chief Computing Assistant	4A	Clinical Fellow	2A
Chief Computing Technician	3A	Clinical Lecturer	2A
Chief Custodian	9	Clinical Psychologist	2A
Chief Electronics Workshop Technician	3A	Clinical Research Assistant	3A
Chief Executive (Student Services)	1	Clinical Research Associate	2A
Chief Glassblowing Technician	5	Clinical Senior Research Associate	2A
Chief Library Assistant	4A	Clinical Senior Research Fellow	2A
Chief Mechanical Workshop Technician	3A	Clinical Trials Coordinator (Academic)	2A
Chief Museum Technician	3A	Clinical Trials Coordinator (Non Academic)	2B
Chief Photographic Technician	3C	Clinical Trials Monitor (Academic)	2A
Chief Research Laboratory Technician	3A	Clinical Trials Monitor (Non Academic)	2B
Chief Secretary	4B	Clinical Trials Officer (Academic)	2A
Chief Technician	3A	Clinical Trials Officer (Non Academic)	2B
Chief Technician (Building Services)	3A	Clinical Tutor	2A
Chief Technician (Engineering)	3A	Coach (Sports)	3C
Chief Technician (ICT Support)	3A	Coach Driver	8
Chief Technician (ICT)	3A	Coffee Shop Assistant	9
Chief Technician (Laboratory)	3A	Collator (Printing)	5
Chief Technician (Psychology)	3A	Commercial Accountant	4A
Childcare Manager	1	Commercial Development Manager	1
Childcare Assistant	6	Commercial Development Officer	3C
Civil Engineering Technician	3A	Commercial Manager	1
Cleaner	9	Commercial Officer	3C
Cleaner (Halls)	9	Commissionaire	9
Cleaner (Housekeeping Assistant)	9	Commissioning Engineer	3A
Cleaner/Porter	9	Communications Assistant	4B
Cleaning Assistant	9	Communications Officer	4B
Cleaning Operative	9	Communications Operator	4B
Cleaning Supervisor	9	Communications Technician	5
Clergyman/Woman	2B	Community Worker	3B
Clerical	4A	Compositor	5
Clerical and Related Administrator	4A	Computational Assistant	4A
Clerical Assistant	4A	Computer/ing Assistant	4A
Clerical Assistant (Library)	4A	Computer/ing Clerk	4A
Clerical Assistant (Photocopying)	9	Computer/ing Consultant	2B
Clerical Assistant/Secretary	4A	Computer/ing Engineer	5
Clerical Assistant/Typist	4A	Computer/ing Maintenance Engineer	5
Clerical Officer	4A	Computer/ing Manager	1
Clerical Officer/Secretary	4A	Computer/ing Officer	3A
Clerical/Secretarial Assistant	4A	Computer/ing Operations Manager	1
Clerical/Secretarial Staff	4A	Computer/ing Operator	3A
Clerk	4A	Computer/ing Programmer	2B
Clerk (Accounts)	4A	Computer/ing Scientist	2B
Clerk (Medical Records)	4B	Computer/ing Service Engineer	5
Clerk (Personnel)	4A	Computer/ing Service Technician	5
Clerk (Student Records)	4A	Computer/ing Services Manager	1
Clerk Of Works	1	Computer/ing Specialist	2B
Clerk/Receptionist	4A	Computer/ing Support Officer	3A
Clerk/Secretary	4A	Computer/ing Technician	3A
Clerk/Typist	4A	Computer/ing Training Officer	3B
Clerk-Typist	4A	Concert Manager	1
Client Services Assistant	4A	Concert Officer	3C
Client Support Manager	1	Conference Assistant	4A
Clinical Assistant	6	Conference Coordinator	3C
Clinical Demonstrator	2A	Conference Manager	1

Conference Officer	3C	Custodian	9
Conservator	2B	Customer Adviser	7
Construction Manager	1	Customer Care Adviser	7
Consultant (Business)	2B	Customer Liaison Assistant	7
Consultant (ICT)	2B	Customer Liaison Officer	7
Contracts Engineer	3A	Customer Relations Manager	1
Contracts Manager (Building And Contracting)	1	Customer Service Manager	1
Contracts Officer	3C	Customer Services Assistant	7
Control Office Assistant	4A	Customer Services Manager	1
Conversational Assistant	2A	Darkroom Technician	5
Cook	5	Data Clerk	4A
Cook In Charge	5	Data Entry Clerk	4A
Cook-Housekeeper	6	Data Manager	3A
Coordinator (Careers)	3B	Data Preparation Clerk	4A
Coordinator Of Studies	2B	Data Preparation Operator	4A
Copywriter	3C	Data Processing Assistant	4A
Cost Accountant (Qualified)	2B	Data Processing Manager	1
Cost And Management Accountant (Qualified)	2B	Data Processor	4A
Cost Clerk	4A	Database Administrator	3A
Counsellor	3B	Database Manager	3A
Counsellor (Welfare Services)	3B	Deacon	2B
Counter Assistant	7	Dean (Academic)	2A
Counterhand (Catering)	9	Dean (Clergy)	2B
Courier	9	Dean Of Faculty	2A
Course Administration Assistant	4A	Deanery Assistant (Clergy)	2B
Course Administrator	2B	Decorator	5
Course Assistant (Clerical)	4A	Delivery Driver	8
Course Assistant (Tutor)	2A	Demonstrator	2A
Course Coordinator	2B	Demonstrator/Technician	2A
Course Director	2A	Dental Hygienist	3A
Course Leader	2A	Dental Instructor	2A
Course Management Secretary	4B	Dental Surgeon (Academic)	2A
Course Manager	2A	Dental Surgeon (Non Academic)	2B
Course Materials Production Assistant	4A	Dental Technician	3A
Course Officer	4A	Dentist	2A
Course Organiser (Vocational)	3B	Departmental Lecturer	2A
Course Secretary	4B	Departmental Secretary	4B
Course Team Assistant (Clerical)	4A	Departmental Superintendent	6
Course Team Assistant (Tutor)	2A	Deputy Academic Registrar	2B
Course Team Presentation Secretary	4B	Deputy Chief Clerk	4A
Course Tutor	2A	Deputy Director (Course, Studies)	2A
Craftsman (Building)	5	Deputy Finance Officer	4A
Craftsperson (Building)	5	Deputy Hall Manager	6
Creche Assistant	6	Deputy Head Chef	5
Creche Worker	6	Deputy Head Of School	2A
Credit Control Assistant	4A	Deputy Librarian	2B
Credit Control Clerk	4A	Deputy Playgroup Leader	6
Credit Controller	4A	Deputy Principal	2A
Credit Manager	1	Deputy Senior Clerk	4A
Credit Supervisor	4A	Deputy Site Supervisor	6
Credit Transfer Adviser	4A	Deputy Trades Foreman	5
Curator	2B	Design Assistant	3A
Curatorial Assistant	4A	Design Engineer	2B
		Designer-Detailer	3A
		Designer-Draughtsman	3A

Development Assistant (Marketing)	3C	Doctor's Receptionist	4B
Development Assistant (Sales)	3C	Doctor's Secretary	4B
Development Chemist	2A	Document Services Assistant	4A
Development Engineer	2B	Domestic	9
Development Manager (Personnel)	1	Domestic Assistant	9
Development Officer (Arts)	3C	Domestic Bursar	1
Development Officer (Community)	3B	Domestic Cleaner	9
Development Officer (Departmental)	3C	Domestic Manager	1
Development Officer (ICT)	2B	Domestic Officer	9
Development Officer (Marketing)	3C	Domestic Porter	9
Development Officer (Sales)	3C	Domestic Services Manager	1
Development Officer (Student Services)	3B	Domestic Services Officer	6
Diagnostic Radiographer (Medical Services)	3A	Domestic Supervisor	6
Dining Hall Assistant	9	Door Keeper	9
Dining Room Assistant	9	Draughting Technician	3A
Dining Room Supervisor	9	Draughtsman	3A
Director (Academic Department, Research Institute)	2A	Draughtsman-Engineer	3A
Director (Academic Registry)	2B	Driver	8
Director (Advertising)	1	Driver/Mechanic	8
Director (Building and Contracting)	1	Duct Erector	8
Director (Course, Studies)	2A	Duty Manager (Accommodation)	1
Director (Customer Services)	1	Duty Manager (Catering)	1
Director (Estates)	1	Dyslexia Support Specialist	3B
Director (Finance)	1	Early Years Centre Manager	1
Director (IT)	1	Early Years Worker	6
Director (Leisure And Entertainment)	1	Economist (Academic)	2A
Director (Marketing, Business)	1	Economist (Non Academic)	2B
Director (Personnel)	1	Editor	3C
Director (Public Relations)	1	Editorial Assistant	3C
Director (Research & Development)	1	Education Adviser	3B
Director (Student Services)	1	Education Liaison Officer	3B
Director (Theatre)	3C	Education Officer	2B
Director Of Development	1	Education Welfare Officer	3B
Director Of Estates	1	Educational Interpreter	3C
Director Of Finance	1	Electrical Engineer (Maintenance)	5
Director Of Human Resources	1	Electrical Engineer (Professional)	2A
Director Of Information Services	1	Electrical Fitter	5
Director Of Personnel	1	Electrical Inspector	8
Director Of Research	2A	Electrical Technician	3A
Director Of Studies	2A	Electrician	5
Directorate Assistant	4A	Electrician's Mate	9
Director's Secretary	4B	Electron Microscope Technician	3A
Disability Support Officer	3B	Electron Microscopist	3A
Disability Support Worker	6	Electron Microscopy Technician	3A
Discipline Secretary	4B	Electronic Engineer (Maintenance)	5
Dispatch Rider	9	Electronic Engineer (Professional)	2B
Distance Learning Administrator	2B	Electronics Technician	3A
Distance Learning Administrator (Clerical)	4A	Electronics Workshop Technician	3A
Distribution Clerk	4A	Embryologist (Academic)	2A
Distribution Coordinator	4A	Embryologist (Non Academic)	2B
Divisional Management Accountant	2B	Employability Adviser	3B
Divisional Secretary	4B	Employer Liaison Assistant	3B
Doctor (Academic)	2A	Employer Liaison Officer	3B
Doctor (Non Academic)	2A	Employment Service Assistant	3B
		Endowment Fellow	2A

Energy Manager	1	Faculty Teaching And Learning Coordinator	2B
Engineer (Mechanical)	8	Farm Labourer	9
Engineer's Assistant	3A	Farm Manager	1
Engineering Draughtsman	3A	Farm Worker	9
Engineering Fitter	5	Farmer	5
Engineering Inspector	8	Fees Adviser	3B
Engineering Manager	1	Fellow (Research)	2A
Engineering Services Technician	3A	Filing Clerk	4A
Engineering Supervisor	2B	Finance Administration Manager	1
Engineering Technician	3A	Finance Administrator	4A
Environmental Coordinator	5	Finance Advisor	2B
Equal Opportunities Officer	3B	Finance Assistant	4A
Estate Worker	9	Finance Assistant/Cashier	4A
Estates Information Clerk	4A	Finance Clerk	4A
Estates Manager	1	Finance Director	1
Estates Porter	9	Finance Manager	1
Estates Worker	9	Finance Office Supervisor	4A
European Coordinator	2B	Finance Officer	4A
Events Assistant	3C	Financial Accountancy Assistant	4A
Events Manager	1	Financial Accountant (Qualified)	2B
Examination Manager	2B	Financial Administrator	4A
Examinations Administrator	2B	Financial Assistant	4A
Examinations Administrator (Clerical)	4A	Financial Controller	2B
Examinations Assistant	4A	Financial Director	1
Examinations Clerk	4A	Finds Officer (Archaeology)	2A
Examinations Officer	2B	Fine Art Technician	3C
Examinations Officer (Clerical)	4A	Fire Alarm Technician	5
Examiner	2B	Fire Prevention Assistant	3B
Examiner (Examination Board)	2B	First Aid Assistance	6
Excavation Worker	8	Fitness Attendant	3C
Excavator Driver	8	Fitness Consultant	3C
Executive Assistant	4B	Fitter	5
Executive Course Coordinator	2B	Fitter/Plumber	5
Executive Officer	4A	Fitter's Mate	9
Executive Officer (Personnel)	3B	Flexible Secretary	4B
Executive Officer (Public Relations)	3C	Floating Secretary	4B
Exhibition Centre Attendant	9	Food Preparation Assistant	9
Exhibition Officer	3C	Food Service Supervisor	9
Expenses Clerk	4A	Food Services Assistant	9
Experimental Assistant	3A	Food Technologist (Academic)	2A
Experimental Officer (Laboratory)	3A	Food Technologist (Non Academic)	2B
Facilities Manager (Estates)	1	Foreign Language Assistant	2A
Facilities Coordinator	4A	Foreman (Estates)	8
Facilities Officer	4A	Foreperson (Estates)	8
Facilities Operative	4A	Front Of House Manager	1
Facilities Supervisor	4A	Fund Officer	4A
Faculty Administrative Officer	4A	Funding Officer	3C
Faculty Administrator	2B	Fundraising Assistant	3C
Faculty Information Consultant	2B	Fundraising Manager	3C
Faculty Liaison Officer	4A	Fundraising Officer	3C
Faculty Librarian	2B	Fuel Engineer	2B
Faculty Management Accountant (Qualified)	2B	Gallery Attendant	9
Faculty Registrar	2B	Gallery Invigilator	9
Faculty Secretary	4B	Gardener	5
Faculty Support Assistant	4A	Gardener/Groundsperson	5

Gardeners And Grounds Staff	5	Head Of Department (Academic)	2A
Gardening Manager	1	Head Of Faculty Administration	2B
Gas Service Engineer	5	Head Of Graduate School	2A
General Assistant (Catering)	9	Head Of Internal Audit	2B
General Assistant (Cleaning)	9	Head Of Management Services	1
General Assistant (Housekeeping)	9	Head Of Research	2A
General Assistant (Leisure And Recreation)	9	Head Of School	2A
General Assistant (Office Work)	9	Head Of Security	1
General Assistant (Postal Services)	9	Head Of Student Services	1
General Assistant (Sports)	6	Head Of Support Services	1
General Assistant/Cashier	7	Head Porter	6
General Assistant/Receptionist	4B	Head Storekeeper	9
General Builder	5	Head Waiter/Waitress	9
General Building Craft Worker	5	Health And Safety Officer	3B
General Foreman (Estates)	8	Health And Safety Manager	1
General Maintenance Craftsperson	5	Health Physics Monitor	3A
General Maintenance Porter	9	Health Visitor	3A
General Practitioner (Academic)	2A	Heating Engineer	5
General Practitioner (Non Academic)	2B	Heavy Plant Operator	8
General Printer	5	Help Desk Analyst (ICT)	3A
Geographer	2A	Help Desk Assistant (ICT)	3A
Geologist	2A	Help Desk Manager (Customer Services)	1
Geophysicist	2A	Help Desk Manager (ICT)	1
Glasswasher	9	Help Desk Operator (ICT)	3A
Goods Assistant	4A	Help Desk And Operational Support	3A
Graduate Assistant (Research)	2A	Help Desk Supervisor	3A
Graduate Assistant (Teaching)	2A	Helpline Information Officer (ICT Support)	3A
Graduate Demonstrator	2A	Helpline Operator (Computing)	3A
Graduate Research Scholar	2A	Herd Manager	5
Graduate Studies Officer	2B	Herdsman	9
Graphic Artist	3C	Higher Clerical Officer	4A
Graphic Design Officer	3C	Histology Technician	3A
Graphic Designer	3C	Historian	2A
Graphical Services Assistant	3C	Honorary Professor	2A
Graphics Assistant	3C	Hospitality Manager	1
Graphics Technician	3C	Horticultural Technician	5
Greenkeeper	5	Horticultural Worker	9
Groom	6	Horticulture Assistant	5
Grounds Assistant	5	Horticulturist	5
Grounds Manager	1	Hospitality Manager	1
Grounds Section Head	1	Hourly Paid Lecturer	2A
Groundsman	5	House Invigilator	4A
Groundsperson	5	House Manager (Accommodation)	1
Group Secretary	4B	House Manager (Leisure and Entertainment)	1
Hall Bursar	1	House Painter	5
Hall Handyman	9	House Porter	9
Hall Manager	1	House Services Building Superintendent	6
Hall Porter	9	House Services Deputy Building Superintendent	6
Hall Secretary	4B	House Services Manager	1
Handyman	9	Household Domestic	9
Handyperson	9	Housekeeper	6
Head Chef	5	Housekeeping Assistant	9
Head Cook	5	Housekeeping Supervisor	6
Head Gardener	5	Housing Assistant	3B
Head Of Administration	2B		

Housing Manager (Estates)	1	Investigational Officer	9
Housing Officer	3B	Invigilator	4A
Human Resources Administrator	3B	Invigilator/Shelver	4A
Human Resources Adviser	3B	IT Analyst	2B
Human Resources Adviser Personnel	3B	IT Assistant	3A
Human Resources Assistant	4A	IT Coordinator	3A
Human Resources Clerk	4A	IT Demonstrator	3B
Human Resources Consultant	3B	IT Development Officer	2B
Human Resources Manager	1	IT Facilitator	3A
Human Resources Officer	3B	IT Helpline Support Officer	3A
Human Resources/Personnel Adviser	3B	IT Manager	1
Hydraulic Engineer (Professional)	2B	IT Officer	3A
I & MT Officer	3A	IT Support Analyst	2B
ICT Support Technician	3A	IT Support Assistant	3A
Illustrator	3C	IT Support Officer	3A
Income Administrator	4A	IT Support Provider	3A
Income Clerk	4A	IT Support Technician	3A
Income Section Clerk	4A	IT Systems Support Officer	3A
Industrial Designer	3C	IT Technician	3A
Industrial Liaison Manager	1	IT Trainer	3B
Industrial Liaison Officer	3B	IT Training Officer	3B
Industrial Relations Manager	1	IT User Support Officer	3A
Industrial Relations Officer	3B	Janitor	6
Information Analyst (ICT)	2B	Jobbing Assistant	9
Information Assistant	4A	Joiner	5
Information Assistant (Library)	4A	Junior Accounts Assistant	4A
Information Assistant (Public Relations)	3C	Junior Animal Technician	6
Information Consultant	2B	Junior Bindery Technician	5
Information Librarian	2B	Junior Building Services Technician	3A
Information Manager	1	Junior Chef De Partie	5
Information Officer (ITC)	3A	Junior Clerical Assistant	4A
Information Officer (Library)	4A	Junior Clerical Assistant (Library)	4A
Information Officer (Public Relations)	3C	Junior Computing Assistant	4A
Information Processor	4A	Junior Horticultural Technician	5
Information Resources Manager	1	Junior Library And Information Assistant	4A
Information Specialist (ICT)	2B	Junior Library Assistant	4A
Information Specialist (Librarian)	4A	Junior Mechanical Workshop Technician	3A
Information Systems Development Officer	2B	Junior Printing Technician	5
Information Systems Manager	1	Junior Research Fellow (Social Science)	2A
Information Systems Officer	3A	Junior Research Laboratory Technician	3A
Inserting Machine Operator	9	Junior Secretarial Assistant	4B
Inspector (Electrical)	8	Junior Secretary	4B
Inspector (Transport)	8	Junior Stores Technician (Clerk)	4A
Institute Administrator	2B	Junior Stores Technician (Laboratory)	3A
Institute Tutor Trainer	3B	Keep Fit Teacher	3C
Instructor (Vocational)	3B	Keeper (Archives)	2B
Instructor/Technician	3B	Kitchen Assistant	9
Instrument Maker	5	Kitchen Cleaner	9
Instrument Mechanic	5	Kitchen Porter	9
Internal Auditor	4A	Laboratory Assistant	8
International Development Officer	3C	Laboratory Attendant	8
International Liaison Officer	4A	Laboratory Cleaner	9
International Officer	4A	Laboratory Instructor	2A
Interpreter	3C	Laboratory Manager	1
Interviewer	4A	Laboratory Superintendent	3A

Laboratory Supervisor	3A	Light Vehicle Driver	8
Laboratory Technical Supervisor	3A	Linen Keeper	9
Laboratory Technician	3A	Link Officer (Community)	3B
Laboratory Technician/Supervisor	3A	Link Officer (Research Development)	3C
Laboratory/Workshop Supervisor	3A	Lithographic Machine Operator	9
Labourer	9	Lithographic Planner	5
Labourer (Agricultural)	9	Lithographic Plate Maker	5
Labourer (Building)	9	Litigation Secretary	4B
Labourer (Engineering)	9	Lodge Administrator	9
Landscape Gardener	5	Lodge Attendant	9
Landscape Services Assistant	5	Lorry Driver	8
Language Assistant	2A	Machine Fitter	5
Language Teaching Assistant	2A	Machine Minder	9
Language Teaching Officer	2A	Machine Operator (Office Work)	9
Laundry Assistant	9	Machine Operator	8
Laundry Worker	9	Mail Operative	9
Learning Development Officer	3B	Mail Room Assistant/Messenger	9
Learning Development Coordinator	3B	Mailroom Assistant	9
Learning Resources Adviser	3B	Maintenance Assistant (Estates)	9
Learning Resources Assistant	4A	Maintenance Assistant (Machinery/Plant)	8
Learning Resources Manager	1	Maintenance Craftworker	5
Learning Resource Officer	3B	Maintenance Electrician	5
Learning Support Assistant	3B	Maintenance Engineer	5
Learning Support Coordinator	3B	Maintenance Fitter	5
Learning Support Worker	3B	Maintenance Foreman (Estates)	8
Learning Technology Development Officer	3B	Maintenance Manager	1
Lector	2A	Maintenance Officer (Estates)	8
Lecturer	2A	Maintenance Operator (Estates)	8
Lecturer (Dentistry)	2A	Maintenance Painter	5
Lecturer/Senior Lecturer	2A	Maintenance Staff (Estates)	9
Ledger Clerk	4A	Maintenance Supervisor (Computer Service)	5
Legal Secretary	4B	Maintenance Supervisor (Estates)	8
Leisure Attendant	6	Maintenance Technician	5
Leisure Centre Manager	1	Maintenance Worker (Estates)	9
Liaison Librarian	2B	Maintenance Worker (Machinery/Plant)	8
Librarian	2B	Maintenance Worker (Plumbing/Heating)	5
Library Aide	4A	Management Accountancy Assistant	4A
Library And Information Assistant	4A	Management Accountancy Clerk	4A
Library Assistant	4A	Management Accountant (Qualified)	2B
Library Attendant	4A	Management Accountant (Unqualified)	4A
Library Auxiliary	4A	Management Consultant	2B
Library Clerical Assistant	4A	Management Information Officer	3B
Library Clerk	4A	Management Services Officer	2B
Library Counter Assistant	4A	Manager (Accommodation)	1
Library Invigilator	4A	Manager (Agriculture)	1
Library Manager	1	Manager (Building and Contracting)	1
Library Messenger	9	Manager (Conferencing)	1
Library Porter	9	Manager (Estates)	1
Library Services Attendant	4A	Manager (Finance)	1
Library Shelves	4A	Manager (Grounds)	1
Library Supervisor	4A	Manager (Horticulture)	1
Licensee	1	Manager (Hospitality)	1
Life Model	3C	Manager (ICT)	1
Lifeguard	6	Manager (Leisure And Entertainment)	1
Lifelong Learning Facilitator	3B	Manager (Marketing, Business)	1

Manager (Office)	1	Meteorologist	2A
Manager (Personnel)	1	Metrologist	3A
Manager (Research & Development)	1	Microbiologist	2A
Manager (Retail)	1	Microwave Engineer	2B
Manager (Storage/Warehouse)	1	Midwife (Academic)	2A
Manager (Student Services)	1	Midwife (Non Academic)	3A
Manager's Personal Assistant	4B	Midwifery Lecturer	2A
Marine Engineer (Professional)	2B	Midwifery Sister (Academic)	2A
Market Development Manager	1	Midwifery Sister (Non Academic)	3A
Market Research Officer	3C	Mini Bus Driver	8
Market Researcher	3C	Minister (Religion)	2B
Marketing Assistant	4A	MIS Manager	1
Marketing Consultant	3C	MIS Officer	3A
Marketing Coordinator	3C	Model	3C
Marketing Manager	1	Modern Language Assistant	2A
Marketing Officer	3C	Modern Language Teaching Assistant	2A
Marketing/Publicity Officer	3C	MRC Clinical Research Training Fellow	2A
Master Printer	5	Multimedia Coordinator	3C
Material Controller	4A	Multimedia Courseware Developer	2B
Material Handler	9	Multimedia Developer	3C
Materials Scientist (Academic)	2A	Multimedia Development Officer	3C
Materials Scientist (Non Academic)	2B	Multimedia Manager	1
Materials Technician	3A	Museum Attendant	9
Mathematician	2A	Multimedia Producer	3C
Mechanical Engineer (Machinist)	8	Museum Invigilator	9
Mechanical Engineer (Professional)	2B	Museum Technician	3A
Mechanical Fitter	5	Musician	3C
Mechanical Technician	3A	Netskills Internet Trainer	3B
Mechanical Workshop Technician	3A	Network And Systems Administrator	3A
Mechanic-Fitter	5	Network Engineer (Development)	2B
Media Buyer	3C	Network Engineer (Installation and Repair)	5
Media Director	1	Network Manager	1
Media Programmer	3C	Network Officer	3A
Media Relations Officer	3C	Network Support Officer	3A
Media Resources Technician	3C	Network Technician	3A
Media Technician	3C	News Editor (Newspaper)	3C
Medical Artist	3C	Night Watcher	9
Medical Laboratory Assistant	3A	Notetaker (Clerical Staff)	4A
Medical Laboratory Scientific Officer (Academic)	2A	Nurse (Non Academic)	3A
Medical Laboratory Scientific Officer (Non Academic)	2B	Nurse Tutor (Academic)	2A
Medical Officer (Academic)	2A	Nursery Assistant	6
Medical Officer (Non Academic)	2B	Nursery Manager (Day Nursery)	1
Medical Practitioner (Academic)	2A	Nursery Nurse	6
Medical Practitioner (Non Academic)	2B	Nursery Nurse/Attendant	6
Medical Radiographer	3A	Nursery Officer	6
Medical Receptionist	4B	Nursery Supervisor	6
Medical Secretary	4B	Nursery Worker (Horticulture)	9
Medical Statistician (Academic)	2A	Nursing Lecturer	2A
Medical Statistician (Non Academic)	2B	Nursing Officer (Academic)	2A
Medical Technical Officer	3A	Nursing Officer (Non Academic)	3A
Merchandise Manager	1	Nursing Sister (Academic)	2A
Messenger	9	Nursing Sister (Non Academic)	3A
Metallurgist	2A	Occupational Health Nurse (Non Academic)	3A
		Occupational Hygienist	3B
		Occupational Therapy Helper	6

Office Administrator	4A	Personal Managerial Assistant	4B
Office Assistant	4A	Personal Secretary	4B
Office Coordinator	4A	Personal Support Worker	6
Office Junior	9	Personnel Administrator	3B
Office Machinery Mechanic	5	Personnel Assistant	3B
Office Manager	1	Personnel Manager	1
Office Services Assistant	5	Personnel Officer	3B
Office Services Manager	1	PGCE Curriculum Tutor	2A
Office Supervisor	4A	Pharmacist (Academic)	2A
Office Support Assistant	4A	Pharmacist (Non Academic)	2B
Office Worker	9	Pharmacy Technician	3A
Operations Assistant (Clerical)	4A	Philologist	2A
Operations Assistant (Broadcasting)	3C	Photocopier Operator	9
Operations Controller (ICT)	3A	Photocopying Assistant	9
Operations Manager (Construction And Maintenance)	1	Photographer	3C
Operations Manager (Gas, Water and Heat Supply)	1	Photographic Studio Technician	3C
Operations Manager (Security Services)	1	Photographic Technician	3C
Optical Technician	5	Physical Chemist	2A
Optician (Academic)	2A	Physician (Academic)	2A
Optician (Non Academic)	2B	Physician (Non Academic)	2B
Orthodontist (Academic)	2A	Physicist	2A
Orthodontist (Non Academic)	2B	Physiotherapist	3A
Outreach Coordinator	3B	Picture Restorer	3C
Outreach Research Sister	3A	Placement Administrator	3B
Painter	5	Placement Coordinator	3B
Painter And Decorator	5	Placement Officer	3B
Paper Keeper	9	Placements Officer	3B
Parking Attendant	9	Planning Assistant	3B
Partnership Manager	1	Planning Officer	3B
Partnership Officer	3C	Plant Attendant	8
Parts Manager	1	Plant Fitter	5
Paste-Up Artist	5	Plant Operator	8
Pathologist (Academic)	2A	Plant Operator (Building And Contracting)	8
Pathologist (Non Academic)	2B	Play Leader	6
Patrolman	9	Playgroup Assistant	6
Payments Assistant	4A	Playgroup Leader	6
Payments Clerk	4A	Plumber	5
Payroll Assistant	4A	Plumbing And Heating Engineer	5
Payroll Clerk	4A	Plumbing/Heating And Ventilation Engineer	5
Payroll Manager	1	Police Constable	3B
Payroll Officer	4A	Porter (Goods Handling)	9
Payroll Supervisor	4A	Porter (Residential)	9
PC Support Assistant	3A	Porter Custodian	9
PC Support Officer	3A	Porter Security	9
Pensions Administrator	4A	Porter-Caretaker	6
Pensions Assistant	4A	Porter-Cleaner	9
Pensions Clerk	4A	Porter-Driver	8
Performer	3C	Porter-Handyperson	9
Periodontist (Academic)	2A	Porter-Receptionist	9
Periodontist (Non Academic)	2A	Portering Manager	1
Personal Assistant	4B	Post Clerk	9
Personal Assistant/Secretary	4B	Post Office Clerk	4A
Personal Chair	2A	Postal Assistant	9
		Postal Clerk	9
		Postal Services Clerk	9

Postal Services Officer	9	Principal Technical Officer (Mechanical Engineering)	2A
Postal Worker	9	Principal Technician	3A
Post-Doctoral Fellow	2A	Principal Technician (Audio-Visual)	3C
Post-Doctoral Fellowship	2A	Principal Technician (Building Services)	3A
Post-Doctoral Research Assistant (Science)	2A	Principal Technician (Engineering)	3A
Post-Doctoral Research Assistant (Social Science)	2A	Principal Technician (ICT)	3A
Post-Doctoral Research Associate	2A	Principal Technician (Laboratory)	3A
Post-Doctoral Research Associate (Science)	2A	Print Finisher	5
Post-Doctoral Research Associate (Social Science)	2A	Print Production Staff	9
Post-Doctoral Research Fellow	2A	Print Room Assistant	9
Post-Doctoral Research Fellow (Science)	2A	Print Room Operator	9
Post-Doctoral Research Fellow (Social Science)	2A	Print Room Supervisor	9
Postgraduate Secretary	4B	Printer	5
Postman/Woman	9	Printer's Assistant	9
Poultry Worker	9	Printing Assistant	9
Power Engineer	2B	Printing Machine Operator	9
Power Transmission Engineer	2B	Printing Technician	5
Power Worker	8	Process Administrator	3B
Practice Manager	1	Process Manager	1
Practice Nurse (Academic)	2A	Proctor	2B
Practice Nurse (Non Academic)	3A	Procurement Manager	1
Precision Engineer	5	Procurement Officer	3C
Press Officer	3C	Producer	3C
Priest	2B	Product Manager	1
Principal (Academic)	2A	Production Assistant (Broadcasting)	3C
Principal Accounts Clerk	4A	Production Assistant (Clerk)	4A
Principal Assistant Registrar	2B	Production Assistant (Estates)	8
Principal Building Services Technician	3A	Production Manager (Broadcasting)	1
Principal Clerk	4A	Production Manager (Plant And Machinery)	1
Principal Clerk (Accounts)	4A	Professional Tutor	2A
Principal Computer Officer	3A	Professor	2A
Principal Computing Officer	3A	Professor (Dentistry)	2A
Principal Draughting Technician	3A	Professor (Medicine, Surgery)	2A
Principal Experimental Officer	3A	Professor (Personal Chair)	2A
Principal Lecturer	2A	Professor (Psychology)	2A
Principal Library Assistant	4A	Professor Associate	2A
Principal Officer (Academic)	2A	Professor Of Medicine	2A
Principal Officer (Senior Administrative)	2B	Professorial Research Fellow	2A
Principal Officer (Clerical)	4A	Programme Administrator	2B
Principal Porter	6	Programme Assistant	4A
Principal Project Engineer	2B	Programme Coordinator (Academic Programme)	2B
Principal Research Fellow	2A	Programme Director (Academic Programme)	2A
Principal Research Fellow (Science)	2A	Programme Leader (Academic Programme)	2A
Principal Research Fellow (Social Science)	2A	Programme Manager (Academic Programme)	2A
Principal Research Officer	2A	Programme Manager (ICT)	1
Principal Research Officer (Science)	2A	Programme Secretary	4B
Principal Research Officer (Social Science)	2A	Programme Tutor	2A
Principal Research Scientist	2A	Programmer (Computer)	2B
Principal Scientific Officer	2A	Programmer/Analyst	2B
Principal Secretary	4B	Programming Adviser	2B
Principal Security Assistant	9	Progress Chaser	4A
Principal Teaching Fellow	2A		

Project Administrator (Academic Registry)	2B	Purchasing Director	1
Project Administrator (Community Work)	3B	Purchasing Manager	1
Project Assistant (Academic)	2A	Purchasing Officer	3C
Project Assistant (Clerical)	4A	Quality Assurance Administrator	4A
Project Assistant (HR)	3B	Quality Assurance Officer	4A
Project Assistant (ICT)	3A	Quality Evaluation Officer	4A
Project Assistant (Marketing)	4A	Quality Management Officer	4A
Project Assistant (Student Services)	3B	Quality Officer	4A
Project Officer (Academic)	2A	Quantity Surveyor	2B
Project Officer (Clerical)	4A	Quantity Surveyor's Assistant	2B
Project Officer (HR)	3B	Quiet Monitor/Shelver	4A
Project Officer (ICT)	3A	Radar Engineer (Academic)	2A
Project Officer (Marketing)	4A	Radar Engineer (Non Academic)	2A
Project Officer (Student Services)	3B	Radio Engineer (Academic)	2A
Project And Research Officer (Academic)	2A	Radio Engineer (Non Academic)	2A
Project Coordinator (ICT)	2B	Radio Operator	4B
Project Coordinator (Student Services)	3B	Radio Telephone Operator	4B
Project Coordinator (Marketing)	3C	Radiographer	3A
Project Coordinator (Construction)	3A	Reader	2A
Project Engineer	2A	Reader Services Supervisor	4A
Project Executive (Marketing)	3C	Reception Officer	4B
Project Leader (ICT)	3A	Reception Porter	9
Project Manager (ICT)	1	Reception Services Assistant	4B
Project Manager (Plant and Machinery)	1	Reception Services Coordinator	4B
Project Officer (ICT)	2B	Reception Supervisor	4B
Project Officer (Student Services)	3B	Receptionist	4B
Project Officer (Research)	2A	Receptionist/Cashier	4B
Project Secretary	4B	Receptionist/Clerical Assistant	4B
Project Worker (Student Services)	3B	Receptionist/Clerk	4B
Projects Officer (ICT)	2B	Receptionist/Secretary	4B
Propagator	5	Receptionist/Telephonist	4B
Property Manager	1	Receptionist/Typist	4B
Pro-Vice-Chancellor	2A	Recognised Teacher	2A
PSV Driver	8	Records Clerk	4A
Psychiatrist (Academic)	2A	Recreation Assistant	6
Psychiatrist (Non Academic)	2B	Recreation Supervisor	6
Psycho-Analyst (Academic)	2A	Recruitment Administration	3B
Psycho-Analyst (Non Academic)	2B	Recruitment Assistant	3B
Psychologist (Academic)	2A	Recruitment Consultant	3B
Psychologist (Non Academic)	2B	Recruitment Officer	3B
Psychometrist (Academic)	2A	Recruitment Support Officer	3B
Psychometrist (Non Academic)	2B	Refreshment Assistant	9
Psychotherapist	3A	Regional Director (Course, Studies)	2A
Public Relations Consultant	3C	Registrar (Academic)	2B
Public Relations Manager	1	Registrar (Financial)	1
Public Relations Officer	3C	Registrar (Medical)	2B
Publican	1	Registration Adviser	3B
Publications Assistant	3C	Registration Assistant	4A
Publications Officer	3C	Registry Administrator	2B
Publicity Assistant	3C	Registry Administrator (Clerical)	4A
Publicity Manager	1	Registry Assistant	4A
Publisher's Manager	1	Registry Manager	1
Purchase Ledger Assistant	4A	Reprographic Assistant	9
Purchase Ledger Clerk	4A	Reprographic Technician	5
Purchasing Assistant	4A	Reprographics Assistant	9

Reprographics Clerk	9	Research Officer (Medical)	3A
Reprographics Supervisor	9	Research Officer (Physical Sciences)	2A
Research Administrator (Academic)	2A	Research Officer (Science)	2A
Research Administrator (Non Academic)	2B	Research Officer (Social Science)	2A
Research Assistant	2A	Research Professor	2A
Research Assistant (Biological/Biochemical)	2A	Research Project Assistant	2A
Research Assistant (Chemical)	2A	Research Project Assistant (Social Science)	2A
Research Assistant (Electronic Engineering)	2A	Research Scientist	2A
Research Assistant (Laboratory)	3A	Research Secretary	4B
Research Assistant (Mechanical Engineering)	2A	Research Sister	3A
Research Assistant (Physical Sciences)	2A	Research Statistician	2A
Research Assistant (Science)	2A	Research Services Officer	2B
Research Assistant (Social Science)	2A	Research Support Officer	2B
Research Associate	2A	Research Technician	3A
Research Associate (Biological/Biochemical)	2A	Research Technician (Engineering)	3A
Research Associate (Chemical)	2A	Research Technician (Laboratory)	3A
Research Associate (Electrical Engineering)	2A	Researcher	2A
Research Associate (Electronic Engineering)	2A	Researcher (Broadcasting)	2A
Research Associate (Mechanical Engineering)	2A	Researcher (Science)	2A
Research Associate (Medical)	2A	Researcher (Social Science)	2A
Research Associate (Physical Sciences)	2A	Reservations Adviser	3B
Research Associate (Science)	2A	Reservations Coordinator	4A
Research Associate (Social Science)	2A	Residences Duty Officer	6
Research Business Manager	1	Residences Manager	1
Research Centre Secretary	4B	Residences Officer	6
Research Chemist	2A	Residences Assistant	6
Research Contracts Manager	1	Resident General Maintenance	9
Research Coordinator	2A	Resident Warden	6
Research Degrees Adviser	2B	Residential Manager	1
Research Development Officer	3C	Resource Center Assistant (ICT)	3A
Research Engineer (Mechanical Engineering)	2A	Resource Center Assistant (Library)	4A
Research Fellow	2A	Resource Centre Accountant	4A
Research Fellow (Clinical)	2A	Resources Manager	1
Research Fellow (Electronic Engineering)	2A	Resources Planning Officer	3C
Research Fellow (Mechanical Engineering)	2A	Restaurant Cashier	7
Research Fellow (Science)	2A	Restaurant Manager	1
Research Fellow (Social Science)	2A	Restaurant Supervisor	9
Research Grants Assistant	4A	Restaurateur	1
Research Health Visitor	3A	Retail Assistant	7
Research Interviewer	4A	Retail Manager	1
Research Laboratory Technician	3A	Retail Section Supervisor	7
Research Lecturer	2A	Retail Supervisor	7
Research Manager	1	Rights Assistant	4A
Research Midwife (Academic)	2A	Road Sweeper	9
Research Nurse (Academic)	2A	Room Assistant	9
Research Officer	2A	Room Attendant	9
Research Officer (Biological/Biochemical)	2A	Room Booking Assistant	4A
Research Officer (Electrical Engineering)	2A	Room Booking Clerk	4A
Research Officer (Electronic Engineering)	2A	Safety Adviser	3B
Research Officer (Marketing)	3C	Safety Officer	3B
Research Officer (Mechanical Engineering)	2A	Salaried Principal	2A
		Salaries Clerk	4A
		Sales Account Officer	4A
		Sales And Marketing Director	1
		Sales Assistant	7

Sales Coordinator	3C	Secretary/Typist	4B
Sales Ledger Assistant	4A	Section Secretary	4B
Sales Ledger Clerk	4A	Security Assistant	9
Sales Manager	1	Security Controller	9
Sales Officer	3C	Security Guard	9
Scheme Administrator	2B	Security Manager	1
School Administrator	4A	Security Officer	9
School Accountant	4A	Security Officer/Porter	9
School And College Liaison Officer	3B	Security Operatives Room Controller	9
Schoolkeeper	6	Security Patrol Officer	9
Schools Liaison Assistant	3B	Security Patrol Staff	9
Schools Liaison Officer	3B	Security Patroller	9
Science Technician	3A	Security Porter	9
Scientific Assistant	3A	Security Staff	9
Scientific Officer (Academic)	2A	Security Supervisor	9
Scientific Officer (Non Academic)	2B	Security Team Leader	9
Scientist	2A	Security Warden	9
Scout	9	Seismologist	2A
Secretarial Assistant	4B	Senior Accounts Clerk	4A
Secretarial/Clerical Assistant	4B	Senior Administrative Assistant	4A
Secretary	4B	Senior Administrative Officer	4A
Secretary In General Practice	4B	Senior Administrator	2B
Secretary of/to the Council (Senior Administrative)	2B	Senior Advisory Officer	3B
Secretary of/to the Council (Clerical)	4B	Senior Analyst/Adviser	2B
Secretary of/to the Court (Senior Administrative)	2B	Senior Animal Technician	6
Secretary of/to the Court (Clerical)	4B	Senior Architectural Assistant	3A
Secretary of/to the Degree Committee (Senior Administrative)	2B	Senior Assistant (Catering)	9
Secretary of/to the Degree Committee (Clerical)	4B	Senior Assistant (Housekeeping)	9
Secretary of/to the Faculty Board (Senior Administrative)	2B	Senior Assistant Building Officer	5
Secretary of/to the Faculty Board (Clerical)	4B	Senior Assistant Gardener	5
Secretary of/to the Faculty Board (Senior Administrative)	2B	Senior Assistant In Research	2A
Secretary of/to the Faculty Board (Clerical)	4B	Senior Assistant Keeper (Archives)	2B
Secretary of/to the Governors (Senior Administrative)	2B	Senior Assistant Management Accountant	4A
Secretary of/to the Governors (Clerical)	4B	Senior Assistant Registrar	2B
Secretary of/to the Senate (Senior Administrative)	2B	Senior Assistant Schoolkeeper	6
Secretary of/to the Senate (Clerical)	4B	Senior Assistant Secretary	4A
Secretary of/to the Senate (Senior Administrative)	2B	Senior Assistant Treasurer	4A
Secretary of/to the Senate (Clerical)	4B	Senior Audio Visual Aids Technician	3C
Secretary of the Department	4B	Senior Building Services Technician	3A
Secretary of the Faculty Board	4B	Senior Careers Adviser	3B
Secretary of the School	4B	Senior Cashier	7
Secretary to Academic Staff	4B	Senior Catering Assistant	9
Secretary to Dean	4B	Senior Chef De Partie/Tournant Chef	5
Secretary to Regional Academic Staff	4B	Senior Chief Building Services Technician	3A
Secretary to The Director	4B	Senior Chief Electronics Workshop Technician	3A
Secretary/Administrator	4B	Senior Chief Mechanical Workshop Technician	3A
Secretary/Clerical Assistant	4B	Senior Chief Research Laboratory Technician	3A
Secretary/Clerical Officer	4B	Senior Cleaner	9
Secretary/Clerk	4B	Senior Cleaning Supervisor	9
Secretary/Clerk Personnel	4B	Senior Clerical Assistant	4A
Secretary/Clerk/Typist	4B	Senior Clerical Officer	4A
Secretary/Personal Assistant	4B	Senior Clerk	4A
Secretary/Receptionist	4B		

Senior Clerk (Accounts)	4A	Senior Photographer	3C
Senior Clerk Enquiries	4A	Senior Photographic Technician	3C
Senior Clerk Student Services	4A	Senior Porter (Goods Handling)	9
Senior Clinical Research Fellow	2A	Senior Porter (Residential)	9
Senior Computer Clerk	4A	Senior Printing Assistant	9
Senior Computer Officer	3A	Senior Professorial Tutor	2A
Senior Computer Operator	3A	Senior Professorial Tutor (Nursing)	2A
Senior Computing Assistant	4A	Senior Programme Administrator	2B
Senior Computing Officer	3A	Senior Programmer (ICT)	2B
Senior Computing Technician	3A	Senior Programmer/Analyst	2B
Senior Consultant (Business)	2B	Senior Project Engineer	2B
Senior Counsellor	3B	Senior Quality Management Officer	2B
Senior Custodian	9	Senior Receptionist	4B
Senior Customer Adviser	7	Senior Research Associate	2A
Senior Domestic Assistant	9	Senior Research Associate (Science)	2A
Senior Draughting Technician	3A	Senior Research Associate (Social Science)	2A
Senior Editor	3C	Senior Research Fellow	2A
Senior Electrical Engineer (Professional)	2A	Senior Research Fellow (Clinical)	2A
Senior Electrical Engineer (Electrician)	5	Senior Research Fellow (Electrical Engineering)	2A
Senior Electrical Workshop Technician	3A	Senior Research Fellow (Electronic Engineering)	2A
Senior Electronics Workshop Technician	3A	Senior Research Fellow (Mechanical Engineering)	2A
Senior Engineering Assistant	3A	Senior Research Fellow (Science)	2A
Senior Examination Manager	2B	Senior Research Fellow (Social Science)	2A
Senior Experimental Officer (Science)	2A	Senior Research Laboratory Technician	3A
Senior Fellow	2A	Senior Research Officer	2A
Senior Finance Assistant	4A	Senior Research Officer (Mechanical Engineering)	2A
Senior Finance Officer	4A	Senior Research Officer (Science)	2A
Senior Financial Accountant	2B	Senior Research Officer (Social Science)	2A
Senior Food Services Assistant	9	Senior Research Scientist	2A
Senior Gardener	5	Senior Research Technician	3A
Senior Gardener/Groundsperson	5	Senior Scientific Officer	2A
Senior Groundsperson	5	Senior Secretary	4B
Senior Horticultural Technician	5	Senior Security Guard	9
Senior Housekeeper	6	Senior Security Officer	9
Senior Information Officer	3C	Senior Security Patroller	9
Senior Instructor (Academic)	2A	Senior Service Leader (ICT Operations)	3A
Senior Instructor (Vocational)	3B	Senior Site Assistant (Archaeology)	2A
Senior IT Officer	3A	Senior Staff Development Officer	3B
Senior IT User Support Officer	3A	Senior Stores Technician (Building Services)	3A
Senior Janitor	6	Senior Stores Technician (Engineering)	3A
Senior Laboratory Technician	3A	Senior Stores Technician (Laboratory)	3A
Senior Lecturer	2A	Senior Student Services Assistant	4A
Senior Lecturer (Consultant)	2A	Senior Support Officer (ICT Support)	3A
Senior Lecturer (Nursing)	2A	Senior Teaching Fellow	2A
Senior Lecturer In Medicine	2A	Senior Team Leader (Administration)	4A
Senior Library And Information Assistant	4A	Senior Technical Assistant (Building Services)	3A
Senior Library Assistant	4A	Senior Technical Officer	3A
Senior Library Services Attendant	4A	Senior Technical Officer (Building Services)	3A
Senior Museum Technician	3A	Senior Technical Officer (Electrical/Electronic)	3A
Senior Nurse (Academic)	2A		
Senior Nurse (Non Academic)	3A		
Senior Nursing Lecturer	2A		
Senior Operational Research Analyst	3B		
Senior Operator (ICT)	3A		
Senior Personnel Assistant	3B		

Senior Technical Officer (Engineering)	3A	Sports Centre Staff	6
Senior Technical Officer (ICT)	3A	Sports Coach	3C
Senior Technical Officer (Laboratory)	3A	Sports Development Assistant	3C
Senior Technical Officer (Medical)	3A	Sports Development Manager	3C
Senior Technician	3A	Sports Development Officer	3C
Senior Technician (Audio-Visual)	3C	Sports Facilities Attendant	6
Senior Technician (Building Services)	3A	Sports Hall Attendant	6
Senior Technician (ICT)	3A	Staff Development Adviser	3B
Senior Technician (Laboratory)	3A	Staff Development Officer	3B
Senior Technician (Engineering & Construction)	3A	Staff Nurse (Academic)	2A
Senior Tutor	2A	Staff Nurse (Non Academic)	3A
Senior User Services Officer	3A	Staff Support Assistant	3B
Senior Veterinary Nurse	6	Staff Trainer	3B
Senior Waiter/Waitress	9	Staff Tutor	2A
Service Engineer (Electrical)	5	Stage Manager (Entertainment)	3C
Service Engineer (Radio And Television)	5	Statistical Assistant	2A
Service Group Leader (ICT)	3A	Statistician (Academic)	2A
Service Leader (ICT)	3A	Statistician (Non Academic)	2B
Service Manager (Plant and Machinery)	1	Stereotyper	5
Service Advisor (Customer Services)	7	Steward (Catering)	9
Service Advisor (Student Services)	3B	Steward (Housekeeping)	6
Services Advisor (Management Services)	2B	Stock Control Clerk	4A
Services Engineer (Electrical)	5	Stock Control Manager	1
Services Manager (Plant and Machinery)	1	Stock Controller	4A
Servitor/Porter	9	Stoker	8
Sessional Counsellor	3B	Storekeeper	9
Sessional Lecturer	2A	Storeman	9
Sessional Nurse (Non Academic)	3A	Stores Assistant	9
Shelver	4A	Stores Clerk	4A
Shelving Assistant	4A	Stores Controller	4A
Shelving Supervisor	4A	Stores Manager	1
Shop Assistant	7	Stores Supervisor	9
Shop Manager (Retail Trade)	1	Stores Technician (Clerk)	4A
Shorthand Typist	4B	Stores Technician (Laboratory)	3A
Site Ancillary	9	Stores Technician (Medical)	3A
Site Assistant (Archaeology)	2A	Stores/Postroom Assistant	9
Site Manager (Building and Contracting)	1	Street Cleaner	9
Site Porter	9	Structural Engineering Technician	3A
Site Supervisor	6	Student Adviser	3B
Sociologist	2A	Student Counsellor	3B
Software Consultant	2B	Student Guidance Assistant	3B
Software Designer	2B	Student Helper (Library)	4A
Software Developer	2B	Student Helper (Student Services)	3B
Software Engineer	2B	Student Housing Officer	3B
Sous Chef	5	Student Library Aide	4A
Space Planner	3C	Student Placement Adviser	3B
Specialist Services Technician	3A	Student Records Administrator	4A
Specialist Technician	3A	Student Recruitment Officer	3B
Specialist Technician (Building Services)	3A	Student Services Assistant	3B
Speech Therapist	3A	Student Services Centre Manager	1
Sport And Recreation Supervisor	6	Student Services Clerk	4A
Sports Assistant	6	Student Services Manager	1
Sports Centre Attendant	6	Student Support Assistant	3B
Sports Centre Manager	1	Student Support Officer	3B
		Sub-Editor	3C

Sub-Head Porter	9	Team Secretary	4B
Subject Librarian	2B	Technical Advisor	3A
Sub-Librarian	2B	Technical Assistant	3A
Superintendent (Halls)	6	Technical Assistant (Audio-Visual)	3C
Superintendent Physiotherapist	3A	Technical Assistant (Building Services)	3A
Supervisor (Bar)	9	Technical Assistant (Grounds)	5
Supervisor (Catering)	9	Technical Assistant (ICT)	3A
Supervisor (Cleaning)	9	Technical Assistant (Laboratory)	3A
Supervisor (Estates)	8	Technical Author	3C
Supervisor (Halls)	6	Technical Clerk	4A
Supervisor (Retail)	7	Technical Coordinator	3A
Supervisor (Sports Hall)	6	Technical Instructor	3B
Supervisor (Student Services)	3B	Technical Manager	1
Supplies Manager	1	Technical Officer	3A
Support Analyst (ICT)	2B	Technical Officer (Architectural)	3A
Support Officer (Clerical)	4A	Technical Officer (Audio-Visual)	3C
Support Officer (Technical)	3A	Technical Officer (Building Services)	3A
Support Technician (ICT)	3A	Technical Officer (Electrical/Electronic)	3A
Surgeon (Academic)	2A	Technical Officer (Engineering)	3A
Surgeon (Non Academic)	2B	Technical Officer (ICT)	3A
Survey Assistant	4A	Technical Officer (Laboratory)	3A
Survey Technician (Quantity Surveying)	2B	Technical Officer (Medical)	3A
Surveyor	2B	Technical Officer (Plumbing/Heating)	5
Surveyor And Estimator	2B	Technical Officer (Telecommunications)	5
Switchboard Operator	4B	Technical Services Manager	1
Switchboard Operator (Telephone)	4B	Technical Support Advisor	3A
Switchboard Supervisor	4B	Technical Support Analyst	3A
Systems Accountant	4A	Technical Support Officer	3A
Systems Administrator	3A	Technical Support Officer (ICT)	3A
Systems Analyst	2B	Technician	3A
Systems Analyst Programmer	2B	Technician (Architectural)	3A
Systems And Applications Manager	1	Technician (Audio-Visual)	3C
Systems Assistant	3A	Technician (Building Services)	3A
Systems Designer	2B	Technician (Computer Servicing)	5
Systems Librarian	2B	Technician (Electrical/Electronic)	3A
Systems Manager	1	Technician (Engineering)	3A
Systems Officer	3A	Technician (Grounds)	5
Systems Programmer	2B	Technician (Horticultural)	5
Systems Support Officer (ICT Support)	3A	Technician (ICT)	3A
Systems/Network Engineer	2B	Technician (Laboratory)	3A
Teacher	2A	Technician (Media)	3C
Teacher Of English As A Foreign Language	2A	Technician (Medical)	3A
Teaching Assistance	2A	Technician (Musical Instruments)	5
Teaching Assistant	2A	Technician (Pharmaceutical)	3A
Teaching Associate	2A	Technician (Printing)	5
Teaching Company Associate	2A	Technician (Pharmacology)	3A
Teaching Fellow	2A	Technician (Physics)	3A
Teaching Support Assistant	2A	Technician (Physiology)	3A
Team Administrator	4A	Technician (Psychology)	3A
Team Coordinator (Student Services)	3B	Technician (Radio And Video Equipment)	5
Team Leader (Administration)	4A	Technician Engineer	3A
Team Leader (Estates)	8	Technician In Media & Visual Arts	3C
Team Leader (ICT)	3A	Technician Instructor	3B
Team Leader (Library)	4A	TEFL	2A
Team Leader (Student Services)	3B	Telecom Engineer	5

Telecom Manager	1	Undergraduate Secretary	4B
Telecommunications Assistant	4B	Under-Librarian	2B
Telecommunications Engineer	5	Unit Administrator	4A
Telecommunications Manager	1	Unit Operator	8
Telecommunications Officer	4B	University Administrator	2B
Telecommunications Technician	5	University Assistant Lecturer	2A
Telemarketing Assistant	4A	University Constable	9
Telephone Caller	4B	University Demonstrator	2A
Telephone Engineer	5	University Fellow	2A
Telephone Interviewer	4A	University Lecturer	2A
Telephone Operator	4B	University Librarian	2B
Telephone Receptionist	4B	University Research Fellow	2A
Telephone Supervisor	4B	University Research Fellow (Science)	2A
Telephone Technician	5	University Research Fellow (Social Science)	2A
Telephonist	4B	University Secretary (Senior Administrative)	2B
Telephonist/Receptionist	4B	University Secretary (Clerical)	4B
Television Engineer	5	University Senior Lecturer	2A
Television Service Engineer	5	User Services Assistant (ICT)	3A
Test Engineer	8	User Support Advisor (ICT)	3A
Testing Assistant	3A	User Support Assistant (ICT)	3A
Text Processing Compositor	4B	User Support Officer (ICT)	3A
Theatre Technician (Media)	3C	Usher	9
Theatre Technician (Medical)	3A	Van Driver	8
Therapist	3A	VDU Operator	4A
Ticket Seller	4A	Vending Machine Operator	7
Timetabling Officer	3B	Vending Operator	7
Tool Room Machinist	8	Verger	6
Trades Foreman (Building)	5	Veterinarian (Academic)	2A
Tradesperson (Building)	5	Veterinarian (Non Academic)	2B
Traffic Engineer	2B	Veterinary Assistant	6
Traffic Manager	1	Veterinary Nurse	6
Training Administrator	3B	Veterinary Officer (Academic)	2A
Training Consultant	3B	Veterinary Officer (Non Academic)	2B
Training Coordinator	3B	Veterinary Surgeon (Academic)	2A
Training Development Consultant	3B	Veterinary Surgeon (Non Academic)	2B
Training Instructor	3B	Vicar	2B
Training Manager	1	Vice-Chancellor	2A
Training Officer	3B	Vice-Dean	2A
Training Supervisor	3B	Vice-Principal	2A
Transcriber	4B	Video Editor	3C
Translator	3C	Video Engineer (Service And Repair)	5
Transport Clerk	4A	Visiting Fellow	2A
Transport Manager	1	Visiting Lecturer	2A
Transport Supervisor	8	Visiting Professor	2A
Trials Coordinator (Clinical)	2A	Wages Clerk	4A
Trials Manager (Clinical)	2A	Waiter/Waitress	9
Trials Search Coordinator (Clinical)	2A	Warden (Halls)	6
Tutor	2A	Wardrobe Assistant	6
Tutor Fellow	2A	Wardrobe Mistress	6
Tutor/Organiser	2A	Warehouse Assistant	9
Tutorial Assistant	2A	Warehouse Manager	1
Tutorial Fellow	2A	Warehouseman	9
Type Setter	5	Washer-Up (Hotels, Catering, Public Houses)	9
Typist	4B	Web Assistant	3A
Undergraduate Administrator	2B		

Web Designer	3C	Works Manager	1
Web Developer	2B	Works Study Manager	1
Web Development Officer	2B	Workshop Assistant	3A
Web Master	3A	Workshop Supervisor	3A
Website Editor	3A	Workshop Technician	3A
Weights Room Assistant	6	Workshop Technician (Building Services)	3A
Welding Engineer (Professional)	2B	Workshop Technician (Engineering)	3A
Welding Engineer (Tradesman)	5	Workshop Technician Supervisor (Building Services)	3A
Welfare Advisor	3B	Workshop/Laboratory Technician	3A
Welfare Officer	3B	Veterinary Surgeon (Academic)	2A
Widening Participation Officer	3B	Veterinary Surgeon (Non Academic)	2B
Wire Worker	8	Workshop/Testplant Technician	3A
Word Processor Operator	4B	Writer	3C
Work Placement Coordinator	3B	X-Ray Operator	3A
Work Study Engineer	3B	Youth Leader	3B
Work Study Officer	3B	Youth Worker	3B
Working Supervisor (Estates)	8	Zoologist	2A
Works Accountant (Qualified)	2B		
Works Assistant Estates	9		

SECTION 3: DESCRIPTION OF OCCUPATIONAL CATEGORIES

- 1 MANAGERS**
- 2A ACADEMIC PROFESSIONALS**
- 2B NON ACADEMIC PROFESSIONALS**
- 3A LABORATORY, ENGINEERING, BUILDING, IT AND MEDICAL TECHNICIANS (INCLUDING NURSES)**
- 3B STUDENT WELFARE WORKERS; CAREERS ADVISERS; VOCATIONAL TRAINING INSTRUCTORS; PERSONNEL AND PLANNING OFFICERS**
- 3C ARTISTIC, MEDIA, PUBLIC RELATIONS, MARKETING AND SPORTS OCCUPATIONS**
- 4A LIBRARY ASSISTANTS, CLERKS AND GENERAL ADMINISTRATIVE ASSISTANTS**
- 4B SECRETARIES, TYPISTS, RECEPTIONISTS AND TELEPHONISTS**
- 5 CHEFS, GARDENERS, ELECTRICAL AND CONSTRUCTION TRADES, MECHANICAL FITTERS AND PRINTERS**
- 6 CARETAKERS, RESIDENTIAL WARDENS, SPORTS AND LEISURE ATTENDANTS, NURSERY NURSES AND CARE OCCUPATIONS**
- 7 RETAIL AND CUSTOMER SERVICE OCCUPATIONS**
- 8 DRIVERS, MAINTENANCE SUPERVISORS AND PLANT OPERATIVES**
- 9 CLEANERS, CATERING ASSISTANTS, SECURITY OFFICERS, PORTERS AND MAINTENANCE WORKERS**

GROUP 1 MANAGERS

This occupational group covers those people whose main tasks consist of the direction and co-ordination, often with the help of subordinate managers and supervisors, of the functioning of primarily **non-academic** departments and services within Higher Education Institutions. People can usually be allocated to this group on the basis that 'Manager', 'Director' or 'Head of' appears within their job title. Workers in this group generally fall under one of the following categories:

1(I) Maintenance, Grounds, Construction and Laboratory Managers

1(II) Financial, Administrative and Office Managers

1(III) Marketing, Advertising and Public Relations Managers

1(IV) Personnel, Training and Industrial Relations Managers

1(V) Information and Communication Technology Managers

I(VI) Property, Hospitality, Retail and Student Services Managers

1(I) Maintenance, Grounds, Construction and Laboratory Managers

Workers in this group plan, organise, direct and co-ordinate the activities and resources necessary for the maintenance of heavy plant, machinery and equipment, such as heating, power generation and ventilation systems; manage building construction and maintenance activities; and co-ordinate the provision of gas, water and electricity supplies.

Related Job Titles

Building manager

Clerk of works

Energy manager

Grounds manager

Laboratory manager

Operations manager

Technical manager

1(II) Financial, Administrative and Office Managers

Workers in this group organise and direct the collation of financial information and advise on financial policy; plan work schedules, assign tasks and delegate responsibilities to administrative staff within offices; and advise on the handling of correspondence and enquiries.

Related Job Titles

Administration manager

Director of finance

Office manager

Payroll manager

Procurement manager

1(III) Marketing, Advertising and Public Relations Managers

Marketing, advertising and public relations managers plan, organise, direct and undertake market research; formulate and implement an organisation's marketing, advertising, public relations and public information activities; and manage purchasing and procurement activities.

Related Job Titles

Business development manager
Business manager
Director (advertising, public relations)
Market development manager
Partnership manager
Research business manager

1(IV) Personnel, Training and Industrial Relations Managers

Personnel, training and industrial relations managers plan, organise, and implement personnel, training and industrial relations policies.

Related Job Titles

Director of human resources
Director of personnel
Head of management services
Human resources manager
Personnel manager

1(V) Information and Communication Technology Managers

Information and communication technology managers plan co-ordinate the work necessary to provide and operate information communication technology services, to maintain and develop associated network facilities and to provide software and hardware support.

Related Job Titles

Computer manager
Information manager
IT manager
Network manager
Systems manager

I(VI) Property, Hospitality, Retail and Student Services Managers

Workers in this group plan, organise, direct and co-ordinate the activities and resources of halls of residences, conferencing centres, licensed premises, restaurants, recreation and entertainment establishments, shops, leisure and sports facilities; and manage security and portering services.

Related Job Titles

Bar manager
Catering manager
Hall manager
Property manager
Security manager
Student services manager

Group 2A

ACADEMIC PROFESSIONALS

Academic professionals are responsible for planning, directing and undertaking **academic** teaching and research within Higher Education Institutions. All academic staff are classified to this group regardless of their discipline (e.g. science, engineering, social sciences, humanities, languages). This group should also include medical practitioners, dentists, veterinarians and other health care professionals who undertake lecturing or research activities within higher education institutions. Workers in this group fall under one of the following categories:

2A(I) Vice Chancellors, Deans and Academic Directors

2A (II) Lecturers, Tutors and Teaching Assistants

2A(II) Researchers

2A(I) Vice Chancellors, Deans and Heads of Academic Departments

Vice Chancellors, Deans and Heads of Academic Departments plan, organise, coordinate and direct the activities of universities, university colleges, academic departments and research centres. Workers in this group oversee and participate in decisions relating to curricula, budgetary, departmental and other matters.

Related Job Titles

Vice Chancellor

Dean

Director (academic department, research institute)

Head of department

Head of school

2A(II) Lecturers, Tutors and Teaching Assistants

Lecturers, tutors and teaching assistants deliver lectures, seminars and tutorials to teach students to at least first degree level; undertake research and write journal articles and books in their chosen field of study; assist in the tuition of foreign languages; and demonstrate scientific experiments.

Related Job Titles

Lecturer

Principal lecturer

Reader

Professor

Teaching fellow

Tutor

2A(II) Researchers

Researchers are responsible for planning, directing and undertaking scientific, quantitative and qualitative research through the application of theoretical principles and practical techniques in order to address a research objective.

Related Job Titles

Research associate (incl. Principal, Senior etc)

Research assistant (incl. Principal, Senior etc)

Research fellow (incl. Principal, Senior etc)

Research officer (incl. Principal, Senior etc)

GROUP 2B

NON ACADEMIC PROFESSIONALS

Workers in this group co-ordinate the administrative work of a university; organise and control library and other archive services; advise on and develop information technology services and software systems; collect and analyse financial information; and perform a variety of high level science, engineering and medical related tasks but who are **NOT** considered to be academic staff. The following categories of workers fall within this group:

- 2B(I) Senior Administrators and Registrars
- 2B(II) Librarians and Archivists
- 2B(III) Accountants, Business Analysts and Surveyors
- 2B(IV) Computing Consultants, Analysts and Programmers
- 2B(V) Science, Engineering and Health Professionals (Non Academic)

2B(I) Senior Administrators and Registrars

Senior administrators and registrars organise, direct and co-ordinate the administrative work and financial resources of a university; control administrative aspects of student registration and admission; act as secretaries to statutory and other bodies/committees associated with the educational establishment; organise examinations; and arrange for the preparation, publication and despatch of syllabuses and other official documents.

Related Job Titles

Academic manager
Academic registrar
Course/programme administrator
Senior administrator
Examination manager
Registrar

2B(II) Librarians and Archivists

Librarians and archivists appraise, obtain, organise, develop and make available collections of written and recorded material, art objects, pictures, artefacts and other items of general and specialised interest.

Related Job Titles

Archivist
Assistant librarian
Conservator
Curator
Keeper
Librarian

2B(III) Computing Consultants, Analysts and Programmers

IT professionals provide advice on the effective utilisation of information technology; undertakes feasibility studies and presents proposals to enhance existing systems; and are responsible for the design, application, development and operation of software systems.

Related Job Titles

Analyst/programmer
Computer programmer
Project officer (ICT)

Software engineer
Systems programmer
Web developer

2B(IV) Accountants, Business Analysts and Surveyors

Workers in this group collect and analyse financial information; provide accounting and auditing services; interpret data to assist in the formulation of financial and business policies; advise on financial and contractual matters relating to construction projects; and conduct surveys related to the measurement, management, valuation and development of land and property.

Related Job Titles

Building surveyor
Business analyst
Business development adviser
Financial accountant (Chartered)
Management accountant (Chartered)
Quantity surveyor
Statistician (non academic)

2B(V) Science, Engineering and Health Professionals

Workers in this group perform a variety of high level science, engineering and medical related tasks but who are **NOT** considered to be academic staff. Workers in this group design, develop and oversee the production of new engineering systems and equipment; diagnose and treat health disorders and diseases; monitor and co-ordinate clinical trials; dispense pharmaceutical compounds; and diagnose and treat sick or injured animals. Users should note that nurses, midwives and other medical technicians are allocated to group 3A: Laboratory, engineering, building, IT and Medical Technicians.

Related Job Titles

Dentist
Medical practitioner
Optician
Pharmacist
Veterinary surgeon

GROUP 3A

LABORATORY, ENGINEERING, BUILDING, IT AND MEDICAL TECHNICIANS (INCLUDING NURSES)

Workers in this group assist the work of scientists; assist in the development and maintenance of electronic systems; support the work of building and civil engineers; prepare technical drawings; are responsible for the day-to-day running of computer systems and provide technical support for IT users; and provide a variety of technical support functions for health professionals. The following categories of workers fall within this group:

3A(I) Laboratory Technicians

3A(II) Electrical and electronic technicians

3A(III) Engineering technicians

3A(IV) Building Technicians, Architectural Technicians and Draughtspersons

3A(V) IT Operations and User Support Technicians

3A(VI) Nurses, Midwives and Medical Technicians

3A(I) Laboratory Technicians

Laboratory technicians carry out routine laboratory tests and perform a variety of technical support functions requiring the application of established or prescribed procedures and techniques to assist scientists with their research, development, analysis and testing.

Related Job Titles

Experimental officer

Laboratory technician

Research technician

Stores technician (laboratory)

Technical officer (laboratory)

Technician (laboratory)

Technical assistant (laboratory)

3A(II) Electrical and Electronic Technicians

Electrical and electronics technicians perform a variety of miscellaneous technical support functions to assist with the design, development, installation, operation and maintenance of electrical and electronic systems.

Related Job Titles

Electrical technician

Electronics technician

Electronics workshop technician

Technician (electronics/electrical)

3A(III) Engineering Technicians

Engineering technicians perform a variety of technical support functions to assist engineers with the design, development, operation, installation and maintenance of engineering systems and constructions.

Related Job Titles

Engineering assistant
Engineering technician
Mechanical workshop technician
Technical officer (engineering)
Technician (engineering)

3A(IV) Building Technicians, Architectural Technicians and Draughtspersons

Workers in this group perform ensure that all the services involved in the running of a building, such as heating, lighting, ventilation, air conditioning and power are designed, installed and maintained; assist architects and planners with the design of buildings and the layout of urban and rural areas; and prepare technical drawings, plans, maps, charts and similar items.

Related Job Titles

Architectural technician
Building assistant
Building services engineer
Building services technician
Technician (building services)

3A(V) IT Operations and User Support Technicians

IT operations technicians are responsible for the day-to-day running of computer systems, for performing regular checks to ensure the smooth functioning of such systems and providing technical support, advice and guidance for customers or IT users, either directly or by telephone, e-mail or other network interaction.

Related Job Titles

Computer operator
Computing officer
Computing technician
Helpdesk assistant
IT support officer
Network officer

3A(VI) Nurses, Midwives and Medical Technicians

Workers in this group provide nursing care for the sick and injured; provide prenatal and postnatal care for mothers and babies; operate x-ray and other imaging equipment; assist pharmacists in dispensing drugs and medicines; operate medical testing equipment, give simple dental treatment; fit artificial limbs and hearing aids, and undertake related medical and dental tasks.

Related Job Titles

Nurse
Occupational health nurse
Practice nurse
Radiographer
Technician (medical)

GROUP 3B

STUDENT WELFARE ADVISERS AND ASSISTANTS; CAREERS ADVISERS; VOCATIONAL TRAINING INSTRUCTORS; PERSONNEL AND PLANNING OFFICERS

People in this group work with schools, colleges and local communities to improve participation in higher education; provide counselling, careers and other welfare advisory services to students; plan, organise and undertake vocational instruction for staff and students; undertake activities related to recruitment, training and staff appraisal; study work methods; plan timetables; and encourage compliance with health and safety regulations. The following categories of workers fall within this group:

3B(I) Community Workers, Counsellors, Accommodation Officers and Student Services Assistants

3B(II) Career Advisers and Placement Officers

3B(III) Staff Development Officers and Training Instructors

3B (IV) Personnel Officers, Safety Officers, Business Analysts and Planning Officers

3B(I) Community Workers, Counsellors, Accommodation Officers and Student Services Assistants

Workers in this group develop links with local communities, schools and colleges to encourage participation in Higher Education; oversee the day-to-day running of rented properties including arranging for the signing of leases, rent collection, maintenance work, interviewing prospective tenants and allocating properties to waiting list applicants; and provide advisory, counselling and other welfare functions to students.

Related Job Titles

Accommodation officer

Counsellor

Student housing officer

Student services assistant

Welfare officer

3B(II) Career Advisers and Placement Officers

Workers in this group provide information and advice to students on careers, occupations, training courses, further study and other related matters; and provide information on and assist in the arrangement of student placements.

Related Job Titles

Careers adviser

Placement officer

Student placement adviser

3B(III) Staff Development Officers and Training Instructors

Staff development officers and training instructors provide instruction in vocational skills to staff and students; and advise on, plan and organise vocational instruction within Higher Education Establishments.

Related Job Titles

Instructor

Staff development officer

Training co-ordinator
Training officer

3B(IV) Personnel Officers, Safety Officers, Business Analysts and Planning Officers

Workers in this group undertake activities related to recruitment, training and staff appraisal; studies the activities of particular departments or working methods and assesses how improvements may be made to increase efficiency; assist in the planning of timetables; and advise on industrial health and safety and co-ordinate accident prevention and safety measures.

Related Job Titles

Business systems analyst
Human resources adviser
Personnel assistant
Personnel officer
Planning officer
Safety officer

GROUP 3C

ARTISTIC, MEDIA, PUBLIC RELATIONS, MARKETING AND SPORTS INSTRUCTORS

Workers in this group create artistic works; write, edit and evaluate literary material; perform in acts of entertainment; arrange and perform musical compositions; produce television, film and stage presentations; present television and radio broadcasts; operate camera, sound and lighting equipment; promote and market the image of universities; and develop and provide instruction for sporting and recreational activities. The following categories of workers fall within this group:

3C(I) Artists, Performers, Graphic Designers and Arts Officers

3C(II) Editors, Editorial Assistants and Publication Officers

3C(III) Audio-visual Technicians, Photographic and Broadcasting Technicians

3C(IV) Information Officers, Public Relations Officer and Events Organisers

3C(V) Marketing, Sales and Purchasing Officers

3C(VI) Sports Coaches, Instructors and Development Officers

3C(I) Artists, Performers, Graphic Designers and Arts Officers

Workers in this group create artistic work; model; use visual, audio, and multimedia techniques to convey information for publicity, promotional and advertising purposes; perform in films theatre and other acts of entertainment; write, arrange and perform musical compositions; and arrange the promotion and exhibition of other cultural activities.

Related Job Titles

Artist

Arts development officer

Graphic designer

Model

Musician

Performer

Stage manager

3C(II) Editors, Editorial Assistants and Publication Officers

Editors, editorial assistants and publication officers write, edit, evaluate and collate literary material for publication in books, newspapers, magazines and other periodicals; and translate spoken and written statements into different languages.

Related Job Titles

Bibliographic assistant

Editor

Editorial assistant

Publications assistant

Publications officer

Translator

Writer

3C(III) Audio-visual Technicians, Photographic and Broadcasting Technicians

Workers in this group direct and produce television and radio broadcasts; operate and assist with still, cine and television cameras; and operate other equipment to record and project sound and vision for entertainment, commercial and industrial purposes.

Related Job Titles

Director (broadcasting)
Audio-visual technician
Media technician
Photographer
Photographic technician
Producer (broadcasting)

3C(IV) Information Officers, Public Relations Officer and Events Organisers

Workers in this group promote the image and understanding of an organisation and its products or services to consumers, businesses, members of the public and other specified audiences; and undertake the arrangements for conferences, exhibitions, functions or similar events.

Related Job Titles

Conference coordinator
Events assistant
Information officer
Press officer
Public relations officer

3C(V) Marketing, Sales and Purchasing Officers

Workers in this group implement projects which aim to elicit the preferences and requirements of specified target groups; organise and undertake the buying of raw materials, equipment and merchandise from manufacturers, importers, and wholesalers; provide advice to existing and potential customers for products or services that require technical knowledge.

Related Job Titles

Buyer
Development officer (marketing)
Marketing officer
Procurement officer
Purchasing officer
Sales officer

3C(VI) Sports Coaches, Instructors and Development Officers

Workers in this group train amateur and professional sportsmen and women to enhance performance; promote participation and standards in sport; organise and officiate sporting events; and provide instruction, training and supervision for various forms of exercise and other recreational activities.

Related Job Titles

Aerobics instructor
Coach
Fitness attendant
Fitness consultant
Sports development officer

GROUP 4A

LIBRARY ASSISTANTS, CLERKS AND GENERAL ADMINISTRATIVE ASSISTANTS

Workers in this group perform administrative tasks in the maintenance of accounting information and financial records; undertake administrative tasks in relation to the activities of libraries, the storage and transportation of freight, and market research; and create, maintain, update and file correspondence, data, documents and information held electronically for storage and despatch. People described as 'clerk', 'clerical assistant' or with other clerical related job titles that lack specific details should also be allocated to this group. The following categories of workers fall within this group:

4A(I) Library Assistants and Clerks

4A(II) Accounts and Wages Clerks, Book-Keepers, and Other Financial Clerks

4A(III) Filing Clerks and Records Assistants (non-financial)

4A(IV) Database Assistants and Data Entry Clerks

4A(V) General Office and Clerical Assistants

4A(VI) Market Research Interviewers

4A(I) Library Assistants and Clerks

Library assistants and clerks classify, sort and file publications, documents, audio-visual and computerised material in libraries and offices.

Related Job Titles

Information assistant

Library aide

Library assistant

Library clerk

Shelving assistant

4A(II) Accounts and Wages Clerks, Book-keepers and Other Financial Clerks

Workers in this group maintain and balance records of financial transactions; calculate hours worked, wages due and other relevant contributions/deductions; perform specialist clerical tasks in relation to the administration of pensions, insurance policies, credit control and debt collection; and perform other financial and related clerical duties.

Related Job Titles

Accounts clerk

Cash clerk

Credit controller

Finance assistant

Finance clerk

Payroll assistant

4A (III) Filing Clerks and Records Assistants (non-financial)

Filing clerks and records assistants maintain and update general documents, correspondence and other records and organize their storage.

Related Job Titles

Admissions officer

Chief clerk

Clerk

Marketing assistant
Principal clerk
Senior clerk

4A(IV) Database Assistants and Clerks

Database assistants and clerks create, maintain, preserve and update information held in electronic databases, computer files, voice-mailboxes and e-mail systems.

Related Job Titles

Computer assistant
Data clerk
Data entry clerk
Data preparation clerk
Data preparation operator
Data processing assistant

4A(V) General Office and Clerical Assistants

General office and clerical assistants are responsible for recording, filing and disseminating information where no specific information is known about the nature of the task.

Related Job Titles

Administrative assistant
Administrative officer
Assistant secretary
Clerical assistant
Clerical officer

4A(VI) Market Research Interviewers

Market research interviewers conduct interviews to collect information on the opinions and preferences of consumers, businesses, the electorate and other selected groups.

Related Job Titles

Interviewer
Research interviewer/technician
Survey assistant

GROUP 4B

SECRETARIES, TYPISTS, RECEPTIONISTS AND TELEPHONISTS

Workers in this group provide shorthand and audio dictation services; type, edit and print documents using typewriters, word processors or personal computers; perform general clerical and organisational duties in support of management or other workers; operate telephones, switchboards and other telecommunications equipment; and receive and direct clients and visitors. The following categories of workers fall within this group:

4B(I) Secretaries and Personal Assistants

4B(II) Typists

4B(III) Receptionists

4B(IV) Telephonists and Telecommunications Operators

4B(I) Secretaries and Personal Assistants

Secretaries and personal assistants file and maintain records, transcribe notes and dictation into typewritten form and perform other routine clerical tasks in support of senior staff or other workers.

Related Job Titles

Administrative secretary
Departmental secretary
Secretarial/clerical assistant
Secretary

4B(II) Typists

Typists type letters, minutes, memos, reports and other documents from written or dictated matter, using typewriters, word processors or personal computers.

Related Job Titles

Transcriber
Typist
Word processor operator

4B(III) Receptionists

Receptionists receive and direct telephone calls and visitors to Higher Education Institutions.

Related Job Titles

Reception officer
Receptionist

4B(IV) Telephonists and Telecommunications Operators

Workers in this group receive and direct callers and operate switchboards to relay incoming, outgoing and internal calls, and operate equipment to transmit and receive signals and messages.

Related Job Titles

Radio telephone operator
Switchboard operator
Telephone operator
Telephonist

GROUP 5

CHEFS, GARDENERS, ELECTRICAL AND CONSTRUCTION TRADES, MECHANICAL FITTERS AND PRINTERS

Workers in this group prepare food; tend gardens, parks, forestry, sports pitches and other outdoor areas; install, maintain, test and repair electrical and electronic equipment including office machinery and computing equipment; perform skilled construction tasks; install and repair industrial heavy plant and machinery; and operate printing and binding machines. The following categories of workers fall within this group:

5(I) Chefs and Cooks

5(II) Horticultural Technicians, Groundsmen and Gardeners

5(III) Electrical Trades

5(IV) Construction Trades

5(V) Fitters and Maintenance Technicians

5(VI) Printing Trades

5(I) Chefs and Cooks

Chefs and cooks plan menus and prepare, season and cook food in hotels, restaurants, clubs, refectories and other establishments.

Related Job Titles

Chef

Chef de partie

Cook

5(II) Horticultural Technicians, Groundsmen and Gardeners

Workers in this group cultivate flowers, trees, shrubs and other plants; construct artificial features to improve the appearance of existing terrain; cut and lay turf; and maintain areas for sport and recreation activities.

Related Job Titles

Gardener

Groundsperson

Horticultural technician

5(III) Electrical Trades

Workers in this group assemble, install, maintain, test and repair electrical and electronic equipment, components and systems concerned with lighting, signalling, telecommunications, radio and television, computing, and other office, industrial and domestic equipment.

Related Job Titles

Computer maintenance engineer

Electrician

Services engineer

Telecommunications technician

5(IV) Construction Trades

Workers within construction trades cut, shape and lay stone and brick; cover roofs and exterior walls; install, maintain and repair plumbing, heating and ventilating systems; construct and install wooden frameworks and fittings; fit glass into windows and doors; apply plaster and cement mixtures to walls and ceilings; lay flooring covers; apply paint, varnish, wallpaper, tiles and other protective and decorative materials to walls and ceilings and perform other skilled miscellaneous construction tasks.

Related Job Titles

Building officer
Carpenter
Heating engineer
Joiner
Maintenance craftsperson/craftsworker
Painter/decorator
Plumber

5(V) Fitters and maintenance technicians

Metal working production and maintenance fitters erect, install and repair electrical and mechanical plant and machinery, and test and repair precision and optical instruments.

Related Job Titles

Fitter
Instrument mechanic
Maintenance technician
Mechanical fitter

5(VI) Printing Trades

Printing and related trades workers compose and set type and printing blocks, produce printing plates, cylinders and film, operate printing machines and bind the finished printed product.

Related Job Title

Bindery technician
Bookbinder
Compositor
Printer
Printing technician

GROUP 6

CARETAKERS, RESIDENTIAL WARDENS, SPORTS AND LEISURE ATTENDANTS, NURSERY NURSES AND CARE OCCUPATIONS

Workers in this group undertake care-taking and housekeeping duties, supervise those living within halls of residence, provide services and equipment for sporting and recreational activities, supervise play and other activities for pre-school age children, provide technical assistance to veterinarians, and provide other services in the care of animals. To ensure high levels of integrity, some occupations require professional qualifications or registration with professional bodies. The following categories of workers fall within this group:

- 6(I) Caretakers and Housekeepers
- 6(II) Residential Wardens, Support Workers and Clinical Assistants
- 6(III) Nursery Nurses and Playgroup Leaders
- 6(IV) Sports and Leisure Attendants
- 6(V) Animal Care Workers

6(I) Caretakers and Housekeepers

Caretakers and housekeepers supervise and perform domestic housekeeping tasks within university premises, ensure the care and maintenance of offices, halls of residence and other buildings and undertake minor repairs.

Related Job Titles

Building attendant
Caretaker
Housekeeper
Janitor
Residences duty officer
Site supervisor

6(II) Residential Wardens, Support Workers and Clinical Assistants

Workers in this group are responsible for the supervision of those who reside in university halls of residences; provide first aid and nursing assistance; and attend to those with special needs and require assistance in attending academic and recreation activities.

Related Job Titles

Disability support worker
First aid attendant
Personal support worker
Supervisor (halls of residence)
Warden

6(III) Nursery Nurses and Playgroup Leaders

Nursery nurses and playgroup leaders care for children in day nurseries, deliver and facilitate play opportunities for children in a range of formal and informal settings including play groups, play schemes, free play locations and after-school activities.

Related Job Titles

Crèche worker
Nursery assistant
Nursery nurse
Nursery officer
Playgroup leader

6(IV) Sports and Leisure Attendants

Sports and leisure attendants provide and maintain facilities for sporting and recreational activities and supervise its use.

Related Job Titles

Recreation assistant
Recreation supervisor
Sports facilities attendant
Sports hall attendant

6(V) Animal Care Workers

Animal care workers provide technical assistance to veterinarians in the treatment and care of sick or injured animals and care for animals held in kennels, stables, zoos and similar establishments.

Related Job Titles

Animal technician
Groom
Veterinary nurse

GROUP 7

SALES OCCUPATIONS

Workers in this group sell goods and services in retail establishments; accept payment in respect of sales; obtain orders and collect payments for goods and services; replenish stocks of goods in stores; create displays of merchandise; and collect cash payments and money from meters, vending machines and other cash operated machinery. The following categories of workers fall within this group:

7(I) Sales and Retail Assistants

7(II) Customer Care Occupations

7(III) Cash Collectors

7(I) Sales and Retail Assistants

Sales and retail assistants demonstrate and sell a variety of goods and services in shops, and similar establishments, and accept payments from customers and give change in respect of sales or services.

Related Job Titles

Cashier

Check-out operator

Counter assistant

Retail assistant

Retail supervisor

Shop assistant

7(II) Customer Care Occupations

Customer care occupations provide information to existing and potential clients regarding the products and services offered by an organisation and further services to customers after the point of sale.

Related Job Titles

Customer adviser

Customer services assistant

7(III) Cash collectors

Cash collectors receive payments that are due or overdue at central offices; clean, service and fill vending machines; and collect money from meters, vending machines and other cash operated machinery.

Related Job Titles

Cash office assistant

Vending operator

GROUP 8

DRIVERS, MAINTENANCE OFFICERS AND PLANT ATTENDANTS

Workers in this group drive and assist in the operation of various transport vehicles; operate and monitor industrial plant and equipment; undertake routine laboratory tests; and perform and oversee basic tasks in relation to the construction, maintenance and repair of buildings. The following categories of workers fall within this group:

8(I) Drivers

8(II) Maintenance Officers and Supervisors

8(III) Plant and Assembly Operatives

8(IV) Laboratory Assistants (not technicians)

8(I) Drivers

Workers in this group drive cars for individuals; drive road passenger-carrying vehicles such as buses, coaches, and mini-buses; collect, transport and deliver goods; and operate earth moving and surfacing equipment, cranes, fork-lift trucks, tractors and other mobile machinery.

Related Job Titles

Bus driver

Driver

Excavation worker

Plant operator

Porter-driver

8(II) Maintenance Officers and Supervisors

Workers in this group perform **basic** decorating, painting, plumbing, joinery, and other maintenance and oversee work done by maintenance assistants and estates workers.

Related Job Titles

Building supervisor

Foreperson

Maintenance officer

8(III) Plant and Assembly Operatives

Workers in this group operate and attend to boilers, compressors, turbines, electrical substations and auxiliary plant and machinery; drive generating and pumping equipment; operate machines to shape metal; and assemble electrical, metal and other goods.

Related Job Titles

Boilerman

Maintenance worker (plant and machinery)

Mechanical engineer

Plant attendant

8(IV) Laboratory Assistants (not technicians)

Laboratory assistants perform routine laboratory checks to verify the physical, chemical and other related characteristics of materials and products.

Related Job Titles

Laboratory assistant

Laboratory attendant

GROUP 9

CLEANERS, CATERING ASSISTANTS, SECURITY OFFICERS, PORTERS AND MAINTENANCE WORKERS

Workers in this group perform a variety of elementary manual tasks, often involving the use of simple hand-held tools and, in some cases, requiring a degree of physical effort. The following categories of workers fall within this group:

- 9(I) Cleaners, Domestics and Laundry Assistants
- 9(II) Catering Assistants, Bar Staff, Waiters and Ushers
- 9(III) Security Officers and Car Park Attendants
- 9(IV) Porters and Mailroom Workers
- 9 (V) Reprographics and Printing Assistants
- 9(VI) Maintenance and Estates Workers

9(I) Cleaners, Domestics and Laundry Assistants

Cleaners, domestics and laundry assistants clean the interiors of offices, lecture theatres, halls of residence and other university buildings, and undertake the washing, dry cleaning, ironing and pressing of household and other linen, carpets and other articles.

Related Job Titles

Cleaner
Cleaning assistant
Cleaning supervisor
Domestic assistant
Laundry assistant

9(II) Catering Assistants, Bar Staff, Waiters and Ushers

Workers in this group assist in the preparation and service of food and drinks in restaurants, cafés and bars, perform various cleaning, fetching and carrying tasks in such establishments, and check tickets of entry to theatres and cinemas and show people to their seats.

Related Job Titles

Bar person
Catering assistant
Food services assistant
Kitchen assistant
Kitchen porter
Usher/usherette
Waiter/waitress

9(III) Security Officers and Car Park Attendants

Workers in this group monitor and patrol the buildings and campuses to prevent theft, vandalism and unauthorised entry, act as security attendants within galleries, museums, clubs and other public buildings and control the parking of vehicles in car parks and other areas.

Related Job Titles

Car park attendant
Museum attendant
Security assistant
Security guard
Security officer
Security patrol staff

9(IV) Porters and Mailroom Workers

Workers in this group collect, receive, sort and deliver mail; assist in the collection and disposal of refuse; assist with unloading and delivery of supplies; conveying goods, equipment or other items in or near warehouses or storerooms; prepare requisitions or despatch documents of stocks held; and perform other miscellaneous portering duties within university residences and departments.

Related Job Titles

Estates porter
Mailroom assistant
Messenger
Porter
Postal clerk
Storekeeper

9 (V) Reprographics and printing assistants

Printing workers set and operate printing machines, photocopiers, office printers, duplication machines and other reprographic equipment and perform elementary clerical tasks within offices.

Related Job Title

Photocopier operator
Print production staff
Print room assistant
Printing assistant
Reprographics assistant
Reprographics clerk

9(VI) Maintenance and Estates Workers

Workers in this group undertake **basic** decorating, painting, plumbing, joinery, and other maintenance and repair tasks within university buildings; maintains university grounds by planting cuttings or shrubs, cutting lawns, and clipping and pruning hedges and trees; and undertakes labouring tasks at agricultural and horticultural establishments.

Related Job Titles

Estate worker
Farm worker
Handyman
Labourer
Maintenance assistant (estates)
Maintenance worker (estates)
Nursery worker