

Appendix 2 JOB REQUIREMENT SCHEME FOR OTHER STAFF

The job requirement scheme is applied for assessing the requirement of duties performed by staff other than teaching and research staff. The scheme applies to duties involving implementation of development and investigation projects that are not equivalent to basic scientific research (at supplementary education centres or corresponding units, for example). The scheme is also applied to duties that involve minimal research but do not fundamentally constitute research duties proper.

The use of foreign languages in the requirement scheme refers to duties in which the employee has to use more than one language.

Optional factors at the same levels within requirement factors are referred to with the word "or". The lists presented are not exhaustive, but serve as examples, meaning that there is no need to meet all of the points in the work assessed.

The typical education referred to in the knowledge and skills levels as a condition of ability should not be understood as a condition of eligibility, but refers to the conditions on which ability at each level is usually based.

The duties assessed may include responsibilities (such as supervisory or financial responsibility) that are not specified in rules of procedure or standing orders. In such cases the responsibilities must nevertheless be specified more clearly in the job description.

Work in difficult and dangerous conditions may be taken into account when determining the job requirement.

Ability in specialist librarian duties as of requirement level 8 is typically based on studies in information science. For employees working in specialist librarian duties, studies in information science will typically form part of a university degree or they will be information science studies completed in addition to another university degree.

JOB REQUIREMENT SCHEME

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:			
REQUIREMENT LEVEL 2	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
Positions at requirement level 2 typically comprise guided practical duties in various fields that can be learned through a brief orientation.	Duties are discharged according to instructions and to an assigned priority. The instructions and working methods are established.	The work calls for basic oral and written communication skills and normal co-operation skills as a member of staff.	The work involves responsibility for properly performing the employee's duties.	Discharge of duties requires practical knowledge and skills. The required skills can also be acquired on the job.
REQUIREMENT LEVEL 3	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
Positions at requirement level 3 typically comprise practical duties in various fields, requiring employees to know their own working environment and how to use the basic instruments or apply the established working methods of the field.	Duties are discharged according to instructions that vary from time to time. Duties, routine situations and problems arising on the job should mainly be handled independently. The work may involve various ongoing simultaneous duties and the employee must be aware of their various deadlines or timetables.	The work calls for basic oral and written communication skills and a capacity for teamwork.	The work includes responsibility for improving working methods and practices in the duties concerned.	The <i>skills</i> required for the work <i>are typically acquired</i> through basic professional training <i>or alternatively</i> through corresponding work experience. The work requires the ability to learn new things.

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:			
REQUIREMENT LEVEL 4	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
Positions at requirement level 4 typically comprise guided vocational duties requiring command of established working methods in the field. These duties involve applying the regulations, instructions, agreements etc. that are typical in the field.	There are examples, regulations or practices for duties that are applied in similar recurring situations. Duties, routine situations and problems arising on the job should be handled independently. The work may involve various ongoing simultaneous duties and the employee must be aware of their various deadlines and timetables.	The work calls for <i>one of the following</i> interaction skills: <ul style="list-style-type: none"> • general customer service or advice • processing documents • presenting business in an organised way. The work may also call for use of a foreign language.	Duties include responsibility for smooth functions or services as part of a larger system, <i>such as</i> : <ul style="list-style-type: none"> • reliability of information and results • compliance with timetables or deadlines • suitability of applicable materials, tools or working methods. 	The <i>skills</i> required for the work <i>are typically acquired</i> through appropriate vocational training <i>or alternatively</i> through corresponding work experience in the vocational field. The work calls for spontaneous effort to maintain knowledge and skills. Duties may require knowledge of some university function outside of the employee's own unit or of several functions within the immediate working environment.
REQUIREMENT LEVEL 5	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
Positions at requirement level 5 typically comprise vocational duties in various fields, requiring a command of working methods in the field.	Work-related regulations or practices are applied in varying situations. The work involves several ongoing simultaneous duties that must be prioritised with attention paid to implications.	The work calls for <i>one of the following</i> interaction skills: <ul style="list-style-type: none"> • individual customer service, advice or guidance situations (including problem situations), • working in a varying environment, • written preparatory duties, • oral or written presentation of subject areas. The work may also call for use of a foreign language.	The work involves responsibility for improving the employee's field and working environment, and for discharging duties in an effective and appropriate manner. <i>Examples</i> of responsibilities may include: <ul style="list-style-type: none"> • reliability of information and results • suitability of applicable materials, tools or working methods. 	The <i>skills</i> required for the work <i>are typically acquired</i> either through vocational training for the field of duties, with work experience in the field or in <i>corresponding duties</i> possibly also required, <i>or alternatively</i> through substantial corresponding work experience in the vocational field. The work requires spontaneous acquisition of new information from various sources and assessment of its relevance.

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:			
REQUIREMENT LEVEL 6	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
Positions at requirement level 6 typically comprise demanding vocational duties in various fields, requiring an independent command of working methods in the field.	Duties will be discharged independently, applying relevant information, regulations and practices, and selecting working methods and approaches. Decisions made in the employee's work may affect the work or working methods of others.	The work calls for <i>one of the following</i> interaction skills: <ul style="list-style-type: none"> • reconciling various viewpoints, • preparing or collating subject areas, • working with parties, stakeholders etc. outside the university in the vocational field • arranging the work of a team impartially and expediently. The work may require the use of a foreign language in typical situations.	The work will involve responsibility for <i>one of the following</i> : <ul style="list-style-type: none"> • planning or development • finances • the relevance, validity and quality of operations. The work may involve practical line management or supervisory responsibilities.	The <i>skills</i> required for the work <i>are typically acquired</i> through relevant vocational training or a degree from a university of applied sciences for the field of duties, and work experience in the field or in corresponding duties may also be required. The work requires spontaneous maintenance and improvement of skills.
REQUIREMENT LEVEL 7	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
Positions at requirement level 7 typically comprise duties in various fields <i>requiring special vocational skills</i> .	Duties will be discharged independently, applying information, regulations and practices, and using specialised vocational or scientific methods. Decisions may require preliminary investigation work.	The work calls for <i>one of the following</i> interaction skills: <ul style="list-style-type: none"> • oral and written presentation of subject areas prepared in person, • networked working • arranging the work of a team impartially and expediently. The work may require the use of a foreign language in typical vocational situations.	The work will involve responsibility for one of the following with respect to an area of duties: <ul style="list-style-type: none"> • planning or development • monitoring and reporting • finances • daily operations. The work may involve practical line management or supervisory responsibilities.	The <i>skills</i> required for the work <i>are typically acquired</i> through a degree from a university of applied sciences, with experience in corresponding duties possibly also required. The work requires spontaneous maintenance and improvement of skills, and assessment of the relevance and validity of information obtained from various sources.

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:			
REQUIREMENT LEVEL 8	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at requirement level 8 are typically specialist duties, such as investigative, research*, planning or development duties, or duties of responsibility for an area of operations.</p> <p>* See paragraph 1 of the foreword to Appendix 2.</p>	<p>Duties will be discharged independently, applying relevant information and regulations, or scientific or specialist methods. Duties will also require the ability to analyse information and think creatively when formulating areas of operation.</p>	<p>The work will call for interaction skills in <i>one of the following</i> areas, if necessary also in a foreign language:</p> <ul style="list-style-type: none"> • oral or written presentation of areas of operation prepared independently, • co-operation, communication, counselling or teaching skills in various situations • maintaining and using networks within and outside the university. <p>Work with stakeholders may also call for negotiation skills.</p>	<p>The work will involve responsibility for <i>one of the following</i>:</p> <ul style="list-style-type: none"> • extensive monitoring and reporting duties • investigative duties • the following with respect to the function, service, application, customer account process etc. of an area of operations: <ul style="list-style-type: none"> - planning - development - co-ordination and guidance - marketing - administration - management of information materials • managing a certain area of operations beyond the confines of the employee's unit or at whole-university level. <p>The work may involve line management or supervisory responsibilities.</p>	<p>The <i>skills</i> required for the work are typically acquired through a university degree, with diversified work experience or expertise in the field possibly also required. The work may require comprehensive familiarity with a university function and its operating methods and networks. The work requires spontaneous maintenance, enlargement and further development of skills.</p>

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:			
REQUIREMENT LEVEL 9	Problem-solving and organisational skills:	Interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at requirement level 9 are typically demanding specialist duties, such as demanding planning, research* or development duties, or duties of responsibility or staff management for an area of operations.</p> <p>* See paragraph 1 of the foreword to Appendix 2.</p>	<p>Duties will be discharged independently, applying specialised expertise or scientific methods, analysing the relevant information and recognising the need for development. The work will include independent duties of a:</p> <ul style="list-style-type: none"> • specialised, • organising, • co-ordination, • planning, or • supervisory character. 	<p>The work will call for interaction skills in <i>one of the following</i> areas, if necessary also in a foreign language:</p> <ul style="list-style-type: none"> • oral or written presentation of extensive subject areas prepared independently, • co-operation, communication, counselling or teaching skills in various situations • maintaining and using networks within and outside the university. <p>Work with stakeholders will often call for negotiation skills.</p>	<p>The work will involve comprehensive responsibility for <i>one of the following</i>:</p> <ul style="list-style-type: none"> • extensive monitoring and reporting duties • independent investigative duties • the following with respect to the function, service, application, customer account process etc. of an extensive area of operations: <ul style="list-style-type: none"> - planning - development - co-ordination and guidance - marketing - administration - extensive or in-depth command of information materials • responsibility for operations and their development within the employee's field of expertise • managing a certain area of operations beyond the confines of the employee's unit or at whole-university level. <p>The work may involve line management or supervisory responsibilities, or financial responsibility for overall operations.</p>	<p>The <i>skills</i> required for the work are typically acquired through a master's degree, with extensive and diversified work experience or in-depth expertise possibly also required. The work may require comprehensive familiarity with a university function and its operating methods and networks. The work will require continuous and spontaneous maintenance, enlargement and further development, enlargement and specialisation of skills.</p>

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:		
REQUIREMENT LEVEL 10	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at requirement level 10 typically involve specialist expert or chief supervisory duties, such as planning and development duties, or duties in a chief supervisory or supervisory capacity for a certain field or area of operations.</p>	<p>The duties will include planning or taking decisions affecting a unit, function or area of operations. Interpretations must be formulated as the basis for decisions. The duties require the ability to organise complex areas of operation and to harmonise various viewpoints.</p> <p>The work will require a diversity of co-operation, networking and communication skills and negotiating skills, where necessary also in a foreign language. Leadership skills will also be required in supervisory duties.</p>	<p>The work will involve comprehensive responsibility for <i>one of the following</i>:</p> <ul style="list-style-type: none"> comprehensive responsibility in the employee's own field of expertise responsibility for planning and developing an extensive field of duties independent investigative duties requiring specialist expertise supervisory or managerial responsibility for a unit or extensive area of operations administration of a certain area of operations, generally at university level. <p>The work may involve serving as a representative of a unit or of the university in the employee's own field of expertise or specialist network.</p>	<p>The <i>skills</i> required for the work <i>are typically acquired</i> through a master's degree, with extensive and diversified work experience or in-depth specialist expertise possibly also required. The work will require continual assessment and development of operations.</p>
REQUIREMENT LEVEL 11	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
<p>Positions at requirement level 11 typically involve demanding specialist expert duties, or demanding duties in the capacity of chief supervisor or supervisor of a team, unit, area of responsibility etc., which may involve responsibility for staff or financial affairs.</p>	<p>The duties will include drawing up the principal plans or taking the principal decisions that affecting a unit or function. New interpretative practices or ways of working must be formulated as the basis for decisions. The duties require the ability to organise complex areas of operation and to harmonise various viewpoints.</p> <p>The work will require a diversity of co-operation, networking and communication skills and negotiating skills, where necessary also in a foreign language. Leadership skills will also be required in supervisory duties.</p>	<p>The work will include comprehensive responsibility for a unit, domain, special area, extensive field of duties or function. <i>The character of the responsibility may be</i></p> <ul style="list-style-type: none"> supervisory responsibility responsibility for planning and development financial responsibility. <p>The work may involve serving as a representative of the university in the employee's own field of expertise.</p>	<p>The <i>skills</i> required for the work <i>are typically acquired</i> either through a master's degree, with extensive and diversified work experience or in-depth specialist expertise possibly also required, or alternatively through an academic postgraduate degree. The work will require continual assessment and development of operations.</p>

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:		
REQUIREMENT LEVEL 12	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
Positions at requirement level 12 typically involve leading specialist expert duties, or supervisory or managerial duties for a unit, function etc.	<p>The duties will include formulating strategic policies and making decisions affecting a unit or function, even when the employee is not in acting in a formal supervisory capacity.</p> <p>The work will require leadership skills and the ability to influence policymakers, public authorities, the scientific community and other stakeholders.</p>	The work will include comprehensive responsibility for developing or managing an operating unit or other area of operations.	The skills required for the work will typically be acquired through a master's degree or an academic postgraduate degree. Diversified work experience or in-depth expertise will also be required.
REQUIREMENT LEVEL 13	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
Positions at requirement level 13 typically involve leading specialist expert duties, or managerial duties for a fairly extensive unit, function etc.	<p>The duties will include formulating strategic policies and making decisions affecting a unit or function.</p> <p>The work will require leadership skills and an extensive ability to influence policymakers, public authorities, the scientific community and other stakeholders.</p>	The work will include responsibility for developing or managing a fairly extensive operating unit or other area of operations, and for the necessary resources.	The skills required for the work will typically be acquired through a master's degree or an academic postgraduate degree. Diversified work experience or in-depth expertise will also be required. The position will require experience of a supervisory position in an expert organisation.

LEVEL AND GENERAL DESCRIPTION	Duties at this level require the following knowledge, skills and responsibility:		
REQUIREMENT LEVEL 14	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
Positions at requirement level 14 are typically very demanding international or equivalent specialist duties or very demanding leadership duties .	<p>The duties will include making strategic decisions and choices, and will require the ability to identify, assess, select and justify the associated risks in conflict situations.</p> <p>The work will involve extensive interaction with stakeholders – also internationally. The work calls for good leadership skills.</p>	The work will include responsibility for coordinating and directing a major operating unit, extensive areas of operations or projects, and for the necessary resources. The duties will include very extensive responsibility for long-term or large-scale strategic decisions affecting the operations, area of expertise or functions of the organisation.	The skills required for the work will typically be acquired through a master's degree or an academic post-graduate degree. Diversified work experience or in-depth expertise will also be required. The duties will require experience in directing an expert organisation.
REQUIREMENT LEVEL 15	Problem-solving, organisational and interaction skills:	Responsibility:	Knowledge and skills:
Positions at requirement level 15 are typically very demanding international specialist duties or very demanding leadership duties .	As requirement level 14.	The work involves responsibility for the strategy of an extensive organisation or international project. The duties will include very extensive responsibility for staff and leadership.	As requirement level 14.