Staff Classification Guide - May 2017

Sub-category (Staff classification)	Category	Description	Example roles (non-exhaustive list)	Generic Job Description	Grades (grade equivalent)	Contract type
			ACADEMIC AND RESEARCH			
AC Academic (teaching and research)	3 Teaching and research (academic contract)	Any academic contract of employment combining teaching and research responsibility. Must undertake 6 or more hours of teaching per week (averaged over the number of actual teaching weeks, pro-rata for part-time staff). Teaching = imparting knowledge to students and responsible for formal/summative assessment. Will be considered for next REF.	Associate Professor* (joint appointments, or by grade), Clinical Academic Staff, Clinical Lecturer, Departmental Lecturer, Professor*, Reader, Head of Division *Refers to the job title by grade, not a title conferred through the Recognition of Distinction or Senior Appointments Panel	GEN-10 Departmental Lecturer grade 8 GEN-09 Departmental Lecturer grade 7	Grades starting with '3', 'A' or 'E'; Standard grades 7+	Permanent, Fixed-Term, Variable Hours, Casual.
AR Research Fellow	2 Research only (academic contract)	Primary employment function of the contract is to undertake academic research. Employee must be the holder of the research fellowship and named on the fellowship grant. Where teaching is included in the contract it makes up less than 16% of contracted hours e.g. less than 6 hours per week (pro-rata for part-time staff). Will be considered for next REF.	Clinical Research Fellow, Research Council Fellow (Senior, Advanced, Postdoctoral), Research Fellow, Royal Society Fellow, Royal Society Research Professor, Wellcome Trust Fellow	GENRS-01 to GENRS-13 Researcher generics grades 7-8 Generic D35 Senior Researcher when available	7+	Permanent or Fixed-Term only
AP Research Staff (including E grades)	2 Research only (academic contract)	Primary employment function of the contract is to undertake academic research. Works on another individuals' research programme (i.e. is not a main grant/fellowship holder). Work is directed/overseen by a main grant holder/PI. Where teaching is included in the contract it makes up less than 16% of contracted hours e.g. less than 6 hours per week (pro-rata for part-time staff). Will be considered for next REF.	Clinical Researcher, Postdoctoral Researcher, Postdoctoral Research Assistant, Research Associate. **Research Nurses (grade 6+) should be coded as 'HP'.** Some members of clinical trials teams may fit better in 'HP' or 'AS'.	GENRS-01 to GENRS-13 Researcher generics grades 6-8	6+	Permanent, Fixed-Term, Variable Hours, Casual.
AS Research Support	2 Research only (academic contract)	Primary employment function of the contract is to provide highly skilled specialist support to researchers or research groups that may require a postgraduate degree to undertake. Undertakes research-related activities such as data analysis or research coordination but does not design the research, though may be named authors in publications. Work is directed by the main grant holder/PI. Will not be considered in the next REF.	Academic Clinical Trials Coordinator, Bioinformatician, Data Analyst (working with clinical research teams), Statistician Excludes IT and software programming roles (see 'IP') and excludes administrative roles (see 'D' sub-categories). Research Nurses (grade 6+) should be coded to 'HP'.	GENRS-16 Bioinformatician grade 6 GENRS-14 Bioinformatician grade 7 GENRS-15 Bioinformatician grade 8 Generic Statisticians when available	6+	Permanent, Fixed-Term, Variable Hours, Casual.
AS Research Support	4 Not an academic contract	Primary employment function of the contract is to undertake technical or organisational activities that support researchers or research groups. Does not undertake original research, not likely to be named author on research publications. Is directed in all aspects of work by a senior researcher. Will not be considered in the next REF.	Clinical Research Coordinator, Clinical Trials Coordinator/Officer/Manager, Data Analyst (in academic departments), Knowledge Exchange Fellow/Officer, Laboratory Manager, Programme Manager, Research Analysis Officer, Research Project Manager, Research Coordinator, Research Facilitator, Science Liaison Officer, Science Officer, Theme Coordinator		6+	Permanent, Fixed-Term, Variable Hours, Casual.
AT Teaching Support	1 Teaching only (academic contract)	Primary employment function of the contract is teaching in an academic department (i.e. role not working in UAS). Teaching = imparting knowledge to students and responsible for formal/summative assessment. Will not be considered for next REF.	Demonstrator, Instructor, Lector, Teaching Associate, Tutor	Lector grade 5 generic when available	Lector grade 5; Other roles grade 6+	Any

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			LIBRARY STAFF			
LP Library Professional	4 Not an academic contract	Role requires specialist, professional qualifications or equivalent experience and provides services specific to libraries.	Acquisitions Supervisor, Archivist, Assistant Curator, Assistant Librarian, Book Conservator, Director/Deputy Director of [a library], Librarian, Manager of [a library], Senior Librarian, Head of [collection or subject area within a library]		6+	Permanent, Fixed-Term, Variable Hours, Casual.
LA Library Assistant	X Not applicable / not required	Role provides administrative support specific to libraries (note: non-specific roles such as Security or Marketing go elsewhere).	Assistant Librarian, Archives Assistant, Book Mover, Cataloguer, Circulation Desk Coordinator, Collections Assistant, Event Assistant, Gallery Assistant, Library Assistant, Library Invigilator, Library Trainee, Library Assistant Supervisor/team leader, Shelver		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
			MUSEUM STAFF			
MP Museum Professional	4 Not an academic contract	Role requires specialist, professional qualifications or equivalent experience. Role is based in a University museum or other University collection. Where the contract of employment includes some teaching and/or research responsibility also see 'AC','AP' for guidance.	Archivist, Assistant Keeper, Conservator, Collections Database Officer, Collections Manager, Curator, Education and Outreach Officer, Exhibitions Manager, Finds Advisor, Head of Collections/Conservation, Head of Education and Outreach, Keeper		6+	Permanent, Fixed-Term, Variable Hours, Casual.
MA Museum Assistant	X Not applicable / not required	Role provides administrative support specific to University museums and University collections (note: code non-museum/collection specific administrative support roles to 'DC').	Archive Assistant, Assistant Curator, Education Sessions Leader, Entomology Assistant, Gallery Lecturer, Herbarium Apprentice, Herbarium Assistant, Museum Assistant		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
MI Museum Invigilator	X Not applicable / not required	Role consists wholly or mainly of invigilation in University museums and University collections.	Gallery Assistant, Museum Invigilator, Visitor Host, Visitor Service Assistant		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
			TECHNICIANS			
TS Technician	4 Not an academic contract	Role wholly or mainly provides technical or medical expertise and support functions to scientists, researchers and academics. Includes laboratory roles. Includes trainee roles. Healthcare professionals on grade 6+ should be coded to 'HP'.	Animal Technician, Apprentice Technician, Botanical Horticulturalist, Building Technician, Electrical Technician, Electronics Technician, Engineering Technician, Greenhouse Technician, Healthcare Assistant, Herbarium Manager, Laboratory Assistant, Laboratory Manager, Laboratory Technician, Technical Officer/Manager, Technician, Technical Manager, Quality Control Assistant, Radiography Assistant, Research Nurse (Grade 5), Scientific Officer Clinical Trials	GEN-21 Laboratory Technician grade 3 GEN-22 Laboratory Technician grade 4 GEN-23 Laboratory Technician grade 5	1 - 5 (generally)	Permanent, Fixed-Term, Variable Hours, Casual.
			SCIENCE, ENGINEERING AND HEALTH			
HP Science, Engineering & Health Professionals	4 Not an academic contract	Role undertakes high level science, engineering, and medical-related tasks but are NOT considered to be academic or research roles. Engineering roles would include the design, development and overseeing production of new engineering equipment. (Healthcare professionals on grade 5 or below and other medical technicians are coded to 'TS'). Roles funded by research grants can be coded here.	Architectural Assistant, Counsellor, Design Engineer, Echocardiographer, Engineer in a science/medical field, Laboratory Engineer, Manager of science/medical/engineering services, Occupational Health Advisor, Physiotherapist, Radiographer, Research Midwife (grade 6+), Research Nurse (grade 6+), Surveyor, Vaccine Programme Coordinator, Veterinarian	GEN-07 Research Nurse grade 6 GEN-08 Research Nurse grade 7	6+	Permanent, Fixed-Term, Variable Hours, Casual.
			MANAGER			
MG Manager (non-academic departments)	4 Not an academic contract	Role consists of direction and co-ordination of the functioning of a non-academic service. Often with the help of subordinate managers and supervisors. Areas including: Central/Department Administration, Finance, Bursar, Public Relations, Personnel/Human Resources, Training, Maintenance, Grounds, Construction, Property, Library. Code Academic Departmental Administrators to 'DA'.	Chief Information Officer, Deputy Director of [a service], Director of [a service], Head of [a service], Deputy Head of [a service], Manager of [a service], Deputy Manager of [a service], Director of Botanic Garden and Harcourt Arboretum, Project Manager		6+	Permanent, Fixed-Term, Variable Hours, Casual.

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FINANCE						
FP Finance Professional	**4 Not an academic contract**	Role requires specialist professional qualifications or equivalent experience in finance.	Accountant, Assistant Accountant, Chief/Deputy Chief Cashier, Divisional Financial Accountant, Finance Director, Finance Manager, Financial Analyst, Head of Finance, Management Accountant, Payroll Manager, Pensions Manager, Purchasing Analyst, Research Grants Manager, Senior Finance Officer		6+	Permanent, Fixed-Term, Variable Hours, Casual.
FA Finance Assistant	**X Not applicable / not required**	Role wholly or mainly supports finance activities.	Accounts Administrator/Assistant/Officer, Accounts Payable, Apprentice Finance Assistant, Assistant Accountant, Cash Office Administrator, Credit Control Administrator/Assistant/Officer, Clerical Officer, Finance Administrator/Assistant/Officer, Payroll Administrator/Assistant/Officer, Purchasing Administrator/Assistant/Officer, Research Grants Officer, Research Accounts Officer, VAT Assistant	GEN-02 Finance Assistant grade 4 GEN-03 Finance Assistant grade 5	1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
COMPUTING						
IP Computing – Professional	**4 Not an academic contract**	IT professionals and managers with primary employment function of providing advice on the effective use of information technology to solve problems or to enhance the effectiveness of business functions. Responsible for the design, application, development and operation of software systems.	Business Analyst, Database Administrator/Developer/Analyst, IT Support Manager, IT Teacher/Trainer, Programmer, Service Desk Analyst/Manager, Software Engineer/Team Lead, System Administrator/Analyst, System Security, Project Manager, Programme Manager, Technical Support Manager, Test Analyst, Web Developer Excludes Communications roles (see 'RM')		6+	Permanent, Fixed-Term, Variable Hours, Casual.
IT Computing – Technician/Support	**X Not applicable / not required**	Role is responsible for technical and user support, advice and guidance for the day-to-day running of computer software systems.	Course Teacher/Demonstrator, First Line Support Officer, Help Desk Assistant/Officer, Information Security Administrator/Apprentice, IT Support Officer, Network Administrator/Assistant, Service Desk Administrator/Assistant/Analyst, Technical Support Officer (For hardware engineers see 'SK')		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
ADMINISTRATIVE						
DA Departmental Administrator	**4 Not an academic contract**	Primary employment function is to lead the administration of an academic department.	Business Manager (specifically the lead administrator in a Medical Sciences Department), Departmental Administrator, Deputy Departmental Administrator	GEN-17 - GEN-20 Departmental Administrator grades 7, 8, 9, 10	6+	Permanent, Fixed-Term, Variable Hours, Casual.
DO Other Administrative Professional	**4 Not an academic contract**	Provides services to students or staff. This group includes all professional staff other than managers (see 'MG') working in administration (e.g. counselling, careers advice, operations, personnel, staff development, student advisory services, training, health and safety, etc.)	Accommodation Officer, Associate Tutor in Continuing Education, Careers Adviser, Operations Manager, Personnel Officer (Grade 6+), HR Manager, Head of Operations [of a function or unit], Safety Officer, Staff Development Officer, Student Services Assistant, Training Officer.	GEN-32 HR Officer grade 6 GEN-33 HR Manager grade 7	6+	Permanent, Fixed-Term, Variable Hours, Casual.
DP Academic Administrator	**4 Not an academic contract**	Role has executive responsibilities for academic administration. Organises, directs and co-ordinates the administrative work and resources of the department or section.	Academic Administrator, Academic Project Manager, Academic Registrar, Assistant Registrar, Centre Manager, Divisional Secretary, Director of [an academic service administration], Graduate Studies Officer, Course Administrator, Head of [an academic service administration], Head of Administration, Programme Administrator, Research Development Officer, Research Services Officer		6+	Permanent, Fixed-Term, Variable Hours, Casual.

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CLERICAL						
DC Office/ Clerical Support	X Not applicable / not required	Role provides administrative support and is grade 1-5. Includes any grade 1-5 administrative role that does not fit into another category. Admin roles grade 1-5 supporting media/events/PR/marketing can be coded here.	Administrative Assistant, Communications Assistant, Events Coordinators, Data Entry/Processing Assistant, Editorial Assistant, Exam Invigilator, Personnel Assistant, Personnel Officer (Grade 1-5), Project Assistants.	GEN-05 Admin Assistant grade 4 GEN-43 Apprentice (Administrative) grade A	1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
DS Secretary/ Personal Assistant	X Not applicable / not required	Role provides general secretarial, organisational and administrative duties in support of others. Personal/Executive Assistants at all grades should be coded here.	Executive Assistant (all grades), Receptionist, Personal/Executive Assistant (all grades), Secretary	GEN-01 Receptionist grade 2 GEN-04 Secretary grade 3 GEN-11 Personal Assistant grade 4 GEN-06 Personal Assistant grade 5 GEN-12 Personal Assistant grade 6	Personal Assistant/Executive Assistant all grades; Other roles grade 1-5	Permanent, Fixed-Term, Variable Hours, Casual.
MEDIA, PR, MARKETING						
RM Artistic, Media, PR, Marketing	4 Not an academic contract	Roles at grade 6+ in communication, development/fundraising, education/outreach, media, public relations/marketing. For managers see 'MG'. Includes ceremonial roles listed on the right. Code grade 1-5 role as 'DC' even if the roles support media/events/PR/marketing.	Alumni Relations, Audio Visual Technician, Communications Officer, Development Coordinator/Officer/Head, Editor, Education Officer, Events Coordinator/Manager, Exhibition Designer, Graphic Designer, Marketing Coordinator, Media Editor, Outreach Officer, Public Engagement Officer, Photographer, Press Officer, Publications Officer, Public Relations Officer **Ceremonial roles:** Pro-Vice-Chancellor & ceremonial Pro-Proctor, Bedel, Clerical Bedel Verger		6+	Permanent, Fixed-Term, Variable Hours, Casual.
OTHER STAFF						
SP Catering - Professional		Chefs and Cooks. For other catering staff see 'SC'.	Assistant Cook, Assistant Chef, Chef, Restaurant Manager			
SC Catering Assistant		Catering assistant duties (excluding chefs and cooks).	Bar Staff, Catering Assistant, Food Services Assistant, Kitchen Porter, Restaurant Manager, Waiting Person	GEN-38 Catering Assistant grade 2 GEN-39 Catering Supervisor grade 3		
SG Gardener		Gardening and sports ground maintenance. Botanical Gardens staff providing a technical support function to others should be coded to 'TS'.	Apprentice Grounds person, Arborist, Assistant Gardener, Forester, Grounds person, Gardener, Horticulturist, Trainee Horticulturalist			
SK Skilled Trades		Skilled maintenance services, including Apprentices. Excludes supervisors (see 'SE').	Carpenter, Electrician, Facilities Assistants/Manager, Joiner, Maintenance Engineer/Apprentice, Mechanical Fitter, Plumber			
SM Maintenance Assistant	X Not applicable / not required	Basic maintenance services, possibly in support of Skilled Trades staff, including Apprentices. Excludes supervisors (see 'SE').	Building Maintenance Assistant/Operative/Technician, Facilities Assistant, Handy Person, Labourer		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
SH General Services		Caretaking and housekeeping duties, or providing services and equipment for sporting/recreational activities.	Caretaker, Facilities Support Assistant, Housekeeper, Lifeguard, Sports Assistant, Sports Manager			
SE Plant/ Equipment Operative/ Supervisor		Operation and monitoring of plant and equipment, or driving various vehicles. May hold special licences required by statutory or professional bodies.	Chauffeur, Driver, Estates Supervisor, Facilities Manager, Maintenance Supervisor, Plant Attendant, Plant and Assembly Operative, Stores Manager			
SL Cleaner		General cleaning duties.	Cleaner, Cleaning Supervisor, Housekeeper			
SR Retail		Shop staff. Clerical support roles should be coded to 'DC'.	Retail Assistant, Retail Supervisor, Retail Manager, Ticket Office Staff, Visitor Host (Retail)			
SB Porter		Portering.	Library Porter, Night Porter, Porter, Premises Assistant, Senior Porter			
SS Security staff		Security functions.	Assistant Proctor's Officer, Crime Prevention/Reduction Advisor, Security Team Leader/Manager/Officer/Member, Security Receptionist, Steward	GEN-42 Security Officer grade 2		
SO Other Support Staff		Any of the support roles listed right (or roles not listed elsewhere in the 'other staff' section).	Post Room Assistant, Glasswasher, Messenger, Photocopier Operator, Reprographics Assistant, Stores Assistant/Manager/Operative			