

29 July 2022

The difference in criteria between Band 5 Admin post and Band 6 Admin post

Enquiry:

The difference in criteria between Band 5 Admin post and Band 6 Admin post.

Response:

In general Terms the difference between a Band 5 Admin post and a Band 6 Admin post is one year's experience. Please find samples provided to manager's for reference:

	Band 5	Band 6
QUALIFICATIONS & EXPERIENCE	<p>1. Relevant^[1], Degree or recognised professional qualification or equivalent / Higher qualification <u>AND</u> 1 year's experience^[2] in a role involving <define level of experience required></p> <p>OR HNC / HND or equivalent / higher qualification in <define as per relevant qualification above> <u>AND</u> 2 years experience³ in a role involving <define level of experience required></p>	<p>1. Relevant^[5], Degree or recognised professional qualification or equivalent / Higher qualification <u>AND</u> 2 years' experience^[6] in a role involving <define level of experience required></p> <p>OR HNC / HND or equivalent / higher qualification in <define as per relevant qualification above> <u>AND</u> 3 years experience³ in a role involving <define level of experience required></p>

^[1] 'Relevant' must be defined by the line manager eg Management / Business Related and if appropriate level of experience.

^[2] Managers may wish to define area of experience eg Finance, HR etc.

^[5] 'Relevant' must be defined by the line manager eg Management / Business Related and if appropriate level of experience.

^[6] Managers may wish to define area of experience eg Finance, HR etc.

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	<p>OR 4 years' experience³ in a role involving <define>, including at least one at <define level of experience required></p> <p>2. Experience in the use of Microsoft office products including Word, Excel, Powerpoint^[3] , or equivalent.</p> <p>3. Experience in staff management^[4]</p>	<p>OR 5 years' experience³ in a role involving <define>, including at least one at <define level of experience required></p> <p>2. Experience in the use of Microsoft office products including Word, Excel, Powerpoint^[7]</p> <p>3. Experience in staff management^[8]</p>
	<p>4. Hold^[9] a full current driving license valid for use in the UK and have access to a car on appointment^[10].</p> <p>5. Have an excellent understanding of <define any specific knowledge required for the post eg legislative or process knowledge>.</p>	<p>4. Hold^[11] a full current driving license valid for use in the UK and have access to a car on appointment^[12].</p> <p>5. Have an excellent understanding of <define any specific knowledge required for the post eg legislative or process knowledge>.</p>

^[3]Managers should amend products according to job requirements. Be careful only to include what is absolutely essential and consider if this is an area open to training.

^[4] This should only be included for posts where there is a requirement to manage others.

^[7]Managers should amend products according to job requirements. Be careful only to include what is absolutely essential and consider if this is an area open to training.

^[8] This should only be included for posts where there is a requirement to manage others.

^[9] Managers should determine whether or not this criteria is applicable and include or remove as appropriate.

^[10] This criterion will be waived in the case of a suitable applicant who has a disability which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.

^[11] Managers should determine whether or not this criteria is applicable and include or remove as appropriate.

^[12] This criterion will be waived in the case of a suitable applicant who has a disability which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.

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	<ul style="list-style-type: none"> 6. Effective Planning & Organisational skills with an ability to prioritise own workload. 7. Effective Communications skills to meet the needs of the post in full. 8. Ability to effectively manage and leader a team₅ 9. Ability to work as part of a Team whilst using own initiative. 	<ul style="list-style-type: none"> 6. Effective Planning & Organisational skills with an ability to prioritise own workload. 7. Effective Communications skills to meet the needs of the post in full. 8. Ability to effectively manage and lead a team₅ 9. Ability to identify solutions to problems and implement them effectively.
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Posts at Band 5 and Band 6 level start to require specific specialist knowledge and experience so this may also be included and can vary by post.

All Admin posts must go through the 'Agenda For Change Job Matching' process when created.