

## Grade 5

(i) The employee may be supervised by professional staff and may be responsible for the planning and management and evaluation of the work of others.

(ii) An employee at this grade applies knowledge with substantial depth in some areas, and a range of skills, which may be varied or highly specific. The employee may receive assistance with specific problems.

(iii) An employee at this grade applies knowledge and skills independently and non-routinely. Judgment and initiative are required.

Unit	Element
Information Handling	Implement new/improved system
	Update incoming publications
	Circulate publications
	Identify information source(s) inside and outside the organisation
Communication	Obtain data from external sources
	Produce report
	Identify need for documents and/or research
Enterprise	Assist with the development of options for future strategies
	Assist with planning to match future requirements with resource allocation
Technology	Establish and maintain a small network
	Identify document requirements
	Determine presentation and format of document and produce it
Organisational	Organise meetings
	Plan and organise conference
Team	Draft job vacancy advertisement
	Assist in the selection of staff
	Plan and allocate work for the team
	Monitor team performance
	Organise training for team
<b>Business Financial</b>	<b>Administer PAYE salary records</b>
	<b>Process payment of wages and salaries</b>
	<b>Prepare payroll data</b>