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| **Aspiring Academic Registrars**Career Progressions: self-assessment |  |  |  | A picture containing company name  Description automatically generated |

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| **Self**Understanding of your strengths, work style, interests, values, preferences, and career goals | **Score** |  | **Knowledge & experience**Active awareness and knowledge of the higher education landscape and frameworks, and proven leadership, management, financial, and other relevant experience.  | **Score** |
| 1. I know the strengths I bring to my work
 |  |  | 1. I have proven senior leadership and management experience, including responsibility for staff and financial management
 |  |
| 1. I know and can articulate my personal values and beliefs and understand how these align to my organisation
 |  |  | 1. I have proven experience in building and motivating high performing teams that respond positively to change
 |  |
| 1. I know my preferred work style, and understand how my preferred style impacts upon others
 |  |  | 1. I have a wide knowledge of the range of functions overseen by Academic Registrars, and the complexity of operational delivery
 |  |
| 1. I have a long-range vision for my career
 |  |  | 1. I have knowledge and understanding of the higher education sector, and current developments
 |  |
| 1. I regularly reassess my career goals and take action to develolp the knowledge, experience, skills or attributes needed
 |  |  | 1. I have an excellent working knowledge of the frameworks governing academic-related activities
 |  |
| **Self total** |  |  | **Knowledge & experience total** |  |
|  |  |  |  |  |
| **Skills & attributes**Ongoing development of the skills and attributes required for the role of Academic Registrar (or equivalent)  | **Score** |  | **Completing the self-assessment**1. Score each of the 15 statements using the following scale:

Not true (**1**), Somewhat true (**2**), Very true (**3**)1. Add your scores within each of the three career-development aspects so that you have a total (between 5 and 15) for each. Record your scores on the ‘total’ line at the bottom of each aspect. The aspect in which you have the lowest score may be the best area for you to focus your professional development activities.
2. Use the next page to consider where you need to focus your professional development, and what resources you might access to support you. Focus on leveraging the aspects in which you have strength, whilst continuing to develop your abilities in other aspects.
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| 1. I have the ability to create an enabling and supportive culture that facilitates change
 |  |  |
| 1. I have the ability to sustain a high-performance culture and develop an environment that supports others to succeed
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| 1. I have excellent communication and interpersonal skills and the proven ability to work with a wide range of people
 |  |  |
| 1. I am politically and culturally astute, with excellent ambassadorial, diplomacy, and relationship-building skills
 |  |  |
| 1. I am self-confident and able to ask challenging questions, give advice, and inspire confidence
 |  |  |
| **Skills & attributes total** |  |  |
| **Aspiring Academic Registrars**Career Progressions: development plan |  |  |  | A picture containing company name  Description automatically generated |

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| --- | --- | --- | --- |
|  | **What are your strengths?** | **Where do you need to focus your development?** | **What resources can you access?** |
| **Self**Understanding of your strengths, work style, interests, values, preferences, and career goals |  |  |  |
| **Skills & attributes**Ongoing development of the skills and attributes required for the role of Academic Registrar (or equivalent) |  |  |  |
| **Knowledge & experience**Active awareness and knowledge of the higher education landscape and frameworks, and proven leadership, management, financial, and other relevant experience. |  |  |  |