

Job Titles and Grading

Job titles should be meaningful to both roleholders and managers.

This table provides guidance on the job titles that could be considered for each grade to that ensure roles are titled consistently and fairly across the University.

Grades 4-5	Grades 6 -7	Grades 8 - 9	Grade 10	Grade 11	Grade 12
Assistant	Administrator	Coordinator	Manager	Senior Manager	Assistant Director
Support Assistant	Supervisor	Advisor	Senior Analyst	Head of	Head of
Administrative Assistant	Coordinator	Officer	Head of	Programme/Senior Project Manager	
Lab Assistant	Officer	Manager	Senior Lecturer	Contracts Manager	
Receptionist	PA/Executive PA	Senior Analyst	Project Manager	Senior Consultant	
Administrator	Research Assistant				
	Analyst				
	Technician				