

## ETH-Domain: Model descriptions

<b>Area of operation</b>		<b>Scientific functions</b>														
<b>Function</b>		<b>101 Scientific Assistant</b>														
<b>Requirement level</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>1011-06</b>	<b>Requirement profile I</b>															
<b>Content of function</b>																
<b>Requirement level 6</b>																
<p>Role of Scientific assistant.</p> <p>The tasks and duties are described by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Participating in the research projects of the working group</li> <li>- Providing support to the superior instance in research and research-based and third-party funding applications</li> <li>- Assisting with superior's teaching and internships/practical work on behalf of the superior instance</li> <li>- Lending support to the superior in operational and administrative duties</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- University degree recognised by ETH-Domain</li> <li>- Knowledge of specific methods</li> <li>- In-depth knowledge in the department/field and project management proficiency</li> <li>- Good command of English</li> </ul>																

## ETH-Domain: Model descriptions

### DESCRIPTION

#### Requirement level 6

##### **Knowledge (Education)**

Education at the university / ETH or a Bachelor's degree (FH) with the knowledge therein.  
Substantial demands on keeping knowledge up-to-date.

##### **Practical knowledge / skills**

Basic practical knowledge mostly within a specialist division.

##### **Autonomy**

Assumption of dispositive duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.

##### **Flexibility**

Work on tasks with partly different content and a certain to a low degree of familiarity with sporadic rotations.

##### **Communication skills**

Communicating demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.

##### **Cooperation and Teamwork**

Solving more demanding problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.

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Area of operation		Scientific functions														
Function		102 Scientific and Senior Scientific Employees														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1021-07	Requirement profile I															
1022-08	Requirement profile II															
1023-09	Requirement profile III															
1024-10	Requirement profile IV															

  

Content of function			
Requirement level 7	Requirement level 8	Requirement level 9	Requirement level 10
<p>Role as Scientist</p> <p>The tasks and duties are described roughly by the superior instance. The details are filled in based on the objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Participating in the research projects of the working group</li> <li>- Managing sub-projects (planning, research, assessment and oral presentation)</li> <li>- Working with others on publications</li> <li>- Assisting with the procurement of third-party funding</li> <li>- Assisting in training BSc and MSc students and PhD candidates and providing support to interns</li> <li>- Assists in teaching and continuing training and education</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- University degree recognised by ETH-Domain</li> <li>- Project management proficiency</li> <li>- In-depth knowledge in the department/field</li> <li>- Knowledge of processes and structures</li> <li>- Knowledge of one of the official Swiss languages and a good command of English</li> </ul>	<p>Role as Experienced scientist.</p> <p>The tasks and duties are described very roughly by the superior instance. The details are filled in based on the objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 7, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Publishing and presenting personal research results</li> <li>- Assisting with the training of PhD students</li> <li>- Training BSc and MSc students</li> <li>- Participating in national expert committees</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 7, but in addition:</i></p> <ul style="list-style-type: none"> <li>- usually a dissertation</li> <li>- Special knowledge of the field</li> <li>- Knowledge of the (inter)national scientific state of affairs in the field</li> <li>- Very good command of English</li> </ul>	<p>Role as Scientist of national reputation</p> <p>The tasks and duties are set out by the superior instance. The details are filled in based on the objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Managing research projects</li> <li>- Participating in the research projects of other working groups</li> <li>- Developing new methods and instruments</li> <li>- Publishing and presenting personal research results</li> <li>- Writing up the majority of project proposals independently and procuring third-party funding</li> <li>- Supervising BSc and MSc students and PhD students, postdocs and interns</li> <li>- Assisting with teaching</li> <li>- Participating in national expert committees, some international ones</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- A university degree recognised by ETH-Domain and, usually a dissertation</li> <li>- Knowledge of the (inter-) national scientific state of affairs in the field</li> <li>- Specialist knowledge in the field and knowledge of project management implementation</li> <li>- Knowledge of procedures, processes and structures</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>	<p>Role as Scientist of national and some international reputation.</p> <p>The tasks and duties are only roughly set out by the superior instance. The details are filled in based on the objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 9, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Drawing up project proposals and full research proposals and procuring third-party funding</li> <li>- Assisting in teaching and giving some lectures; carrying out practical sessions within a predefined scope</li> <li>- Participating in national and international expert committees and research partnerships</li> <li>- Working with academic and/or industrial partners</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 9, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Several years of experience as a scientist</li> <li>- Additional vocational studies (Fachausbildung), especially in the area of project management</li> <li>- In-depth knowledge in the department/field and advanced knowledge of structures and processes</li> </ul>

## ETH-Domain: Model descriptions

DESCRIPTION			
Requirement level 7	Requirement level 8	Requirement level 9	Requirement level 10
<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level or a Bachelor's degree (FH) with the knowledge therein. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated practical knowledge mostly within a specialist division.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly different content and a certain degree of familiarity with sporadic rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving more demanding problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing subprojects with a very small number of employees with identical functions.</p>	<p><b><u>Knowledge (Education)</u></b> Generally doctorate. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within a specialist division.</p> <p><b><u>Autonomy</u></b> Assumption of some conceptual duties with substantial room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a certain degree of familiarity with sporadic rotations.</p> <p><b><u>Communication skills</u></b> Communicating partly complex content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving demanding, at times complex problems in a larger group with participants having mostly different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing subprojects with a small number of employees with similar functions.</p>	<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within a specialist division.  Some knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of a majority of conceptual duties with substantial room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a certain degree of familiarity with occasional rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems which are more complex than not in a larger group with participants having mostly different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing smaller full projects including responsibility for outcomes and budget with a small number of employees with similar functions.</p>	<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within a specialist division.  Elevated knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with substantial room for manoeuvre and with greater freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a certain to a low degree of familiarity with occasional rotations.</p> <p><b><u>Communication skills</u></b> Communicating complex content being more of a sensitive nature than not to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a larger to large group with participants having different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing larger projects including responsibility for outcome and budget with a small number of employees with similar functions.</p>

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Area of operation		Scientific functions														
Function		103 Executive Scientific Employees														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1031-10	Requirement profile I															
1032-11	Requirement profile II															
1033-12	Requirement profile III															
1034-13	Requirement profile IV															

  

Content of function			
Requirement level 10	Requirement level 11	Requirement level 12	Requirement level 13
<p>Role as an experienced scientist of national and international reputation.</p> <p>The tasks and duties are roughly set out by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Leading research projects and/or responsible for the further development of tools and methods</li> <li>- Drawing up project proposals and full research proposals and procuring third-party funding</li> <li>- Publishing and presenting personal research results</li> <li>- Participating in national and international expert committees and research partnerships</li> <li>- Supervising BSc and MSc students, PhD students, postdocs and interns</li> <li>- Assisting with teaching and supervising internships and practical sessions within a predefined scope</li> <li>- Lending support to the superior in operational and administrative duties</li> <li>- Working with academic and/or industrial partners</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- A university degree recognised by ETH-Domain and, usually a dissertation</li> <li>- Several years of experience as a scientist</li> <li>- Additional vocational studies (Fachausbildung) and experience in the area of project management</li> <li>- In-depth knowledge in the department/field and advanced knowledge of scientific structures and processes.</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>	<p>Role as expert of national and international reputation</p> <p>The range of duties is only sketched out by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 10, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Assumes technical management of major scientific projects or support units (e.g. laboratory units, parts of the platform)</li> <li>- Assuming responsibility for some lectures and operative responsibility for internships/practical work</li> <li>- Taking on a leading role in national and international expert committees and research partnerships</li> <li>- Working with academic and/or industrial partners</li> <li>- Assuming responsibility for expert duties and performing expert duties as a result</li> <li>- Supporting and representing the superior instance in institutional expert committees (teaching and research)</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 10, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Role of expert in national and international expert committees</li> <li>- Expert knowledge in the department/field with international experience and advanced knowledge of the institution's internal structures and processes</li> </ul>	<p>Role of experienced senior expert in teaching, research and knowledge and technology transfer (KTT) of national and international reputation and/or in the management of large-scale research facilities and platforms.</p> <p>The range of duties usually stems from the research and training priorities of the strategic scientific units and must be defined in concrete terms.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Leading large research projects or a large research facility or platform</li> <li>- Procuring third-party funding for project financing (incl. project staff) and being involved in the management of national and international research partnerships</li> <li>- Giving lectures and classes/seminars (incl. examinations) autonomously</li> <li>- Assuming responsibility for BSc and MSc work and dissertations and assuming responsibility for oral co-exams (internal and external)</li> <li>- Has appeared at international conferences as an invited keynote speaker and chairperson</li> <li>- Assumes a leadership role in national and international expert committees and research partnerships and represents the institution here</li> <li>- Taking on expert duties and mandates as the person with primary responsibility</li> <li>- Active participation in institutional bodies and providing support to them in issues of basic importance</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Recognised by ETH-Domain. University degree and usually a dissertation and additional scientific proven track record</li> <li>- Proven expert knowledge in the department/field and substantial knowledge of the institution's internal structures and processes.</li> <li>- Experience in employee leadership, project and conflict management</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>	<p>Role of very experienced senior expert in teaching, research and knowledge and technology transfer (KTT) of national and international reputation.</p> <p>The range of duties usually stems from the research and training priorities of the strategic scientific unit and must be defined in concrete terms.</p> <p><i>The key tasks and duties are similar to those of Level 12, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Leading a research unit with appropriate rights and obligations</li> <li>- Having a seat on departmental or faculty committees and the institute professors' conference</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 12, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Appointment(s) to other university(ies) or top positions in appointment process or personal awards</li> </ul>

## ETH-Domain: Model descriptions

DESCRIPTION			
Requirement level 10	Requirement level 11	Requirement level 12	Requirement level 13
<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Additional specialist or technical or Management/leadership training. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within a specialist division.</p> <p>Elevated knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with substantial room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a certain to a low degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating complex content with some aspects of a sensitive nature to a group of recipients with medium to high levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a larger group with participants having mostly different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing larger projects including responsibility for outcome and budget with a smaller number of employees with similar functions.</p> <p>Management support at a low management level with an influence on one Organisational Unit for decision-making bodies with a small diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Additional specialist or technical or Management/leadership training. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge mostly within a specialist division.</p> <p>Elevated knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with substantial room for manoeuvre and with greater freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with mostly different content and a certain to a low degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating complex content with some aspects of a sensitive nature to a group of recipients with higher levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a larger group with participants having different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing larger projects including responsibility for outcome and budget with a larger number of employees with most having similar functions but some having different functions</p> <p>Management support at a low management level with an influence on more than one Organisational Unit for decision-making bodies with a smaller diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Additional specialist or technical or Management/leadership training. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> High to very high practical knowledge mostly within a specialist division.</p> <p>Substantial knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with substantial room for manoeuvre and with greater to partly great freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with different content and a certain to a low degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating very complex content with some aspects of a sensitive nature to a group of recipients with a high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a larger to large group with participants some of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing major projects including responsibility for outcome and budget with a larger number of employees some with similar functions but the majority having different functions.</p> <p>Management support at a low to medium management level with an influence on several Organisational Units for decision-making bodies with a medium diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Additional specialist or technical or Management/leadership training. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Very high practical knowledge mostly within a specialist division.</p> <p>Substantial knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with high room for manoeuvre and with a great deal of freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly very different content and a low degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating very complex content being more of a sensitive nature than not to a group of recipients with a high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a larger to large group with participants most of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing several major projects including responsibility for outcome and budget with a larger number of employees with mostly different functions.</p> <p>Management support at a medium management level with an influence on several Organisational Units for decision-making bodies with medium to large diversity of interests.</p>

## ETH-Domain: Model descriptions

Area of operation		Scientific functions														
Function		111 Scientific Group Management														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1111-09	Requirement profile I															
1112-10	Requirement profile II															
1113-11	Requirement profile III															
Content of function																
Requirement level 9		Requirement level 10					Requirement level 11									
<p>Head of a small research group. The tasks and duties are set out by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Leading the research group and working in research projects</li> <li>- Resource management assurance</li> <li>- Writing up the majority of project proposals independently and procuring third-party funding</li> <li>- Publishing and presenting personal research results</li> <li>- Participating in national expert committees, some international ones</li> <li>- Supervising BSc and MSc students, PhD students, postdocs and interns</li> <li>- Assisting with teaching</li> <li>- Lending support to the superior instance in operational duties</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- A university degree recognised by ETH-Domain and, usually a dissertation</li> <li>- Management/leadership training</li> <li>- Knowledge of the (inter)national scientific state of affairs in the field</li> <li>- Specialist knowledge in the field and knowledge of project management implementation</li> <li>- Knowledge of the procedures and processes within the department and the institution</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>		<p>Management of a small to medium sized research group or a group in a competitive environment. The tasks and duties are roughly set out by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 9, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Participating in the research projects of other working groups</li> <li>- Developing new methods and tools</li> <li>- Drawing up project proposals and full research proposals and procuring third-party funding</li> <li>- Participating in national and international expert committees and research partnerships</li> <li>- Working with academic and/or industrial partners</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 9, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Several years of experience as a scientist</li> <li>- Several years of management experience</li> <li>- In-depth knowledge in the department/field and advanced knowledge of the institution's internal structures and processes</li> </ul>					<p>Leading a larger research group or a group in a highly competitive environment. The range of duties is only sketched out by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Leading the research group and working in research projects</li> <li>- Resource management assurance</li> <li>- Drawing up project proposals and full research proposals and procuring third-party funding</li> <li>- Publishing and presenting personal research results</li> <li>- Taking on a leading role in national and international expert committees and research partnerships</li> <li>- Assuming responsibility for BSc and MSc theses and other theses/dissertations (e.g. MAS, DAS)</li> <li>- Supervising some lectures, looking after PhD students, postdocs and interns</li> <li>- Working with academic and/or industrial partners</li> <li>- Assisting superior instances in some fundamental matters</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- A university degree recognised by ETH-Domain and, usually a dissertation</li> <li>- Proven specialist knowledge of the field</li> <li>- Many years of management experience</li> <li>- In-depth knowledge of the national and international scientific state of affairs in the field</li> <li>- In-depth knowledge of the procedures and processes within the department and the institution</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>									

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 9	Requirement level 10	Requirement level 11
<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Additional specialist or technical or Management/leadership training. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within a specialist division.</p> <p>Some knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of a majority of conceptual duties with substantial room for manoeuvre and with greater freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a certain degree of familiarity with occasional rotations.</p> <p><b><u>Communication skills</u></b> Communicating partly complex content with some aspects of a sensitive nature to a group of recipients with lower to medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving demanding, at times complex problems in a larger group with participants having mostly different interests and points of view.</p> <p><b><u>Management competence</u></b> Management support at a low management level with an influence on one Organisational Unit for decision-making bodies with a small diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Additional specialist or technical or Management/leadership training. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within a specialist division.</p> <p>Elevated knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with substantial room for manoeuvre and with greater freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a certain degree of familiarity with quite frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating complex content being more of a sensitive nature than not to a group of recipients with medium to high levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems which are more complex than not in a larger group with participants having different interests and points of view.</p> <p><b><u>Management competence</u></b> Management support at a low management level with an influence on more than one Organisational Unit for decision-making bodies with a small diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Additional specialist or technical or Management/leadership training. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge mostly within a specialist division.</p> <p>Substantial knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with substantial room for manoeuvre and with greater to partly great freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with different content and a certain degree of familiarity with quite frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating complex content being more of a sensitive nature than not to a group of recipients with higher levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a larger group with participants having different interests and points of view.</p> <p><b><u>Management competence</u></b> Management support at a low management level with an influence on several Organisational Units for decision-making bodies with a smaller diversity of interests.</p>



## ETH-Domain: Model descriptions

Area of operation		Scientific functions														
Function		112 Head of Scientific Fields														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1121-11	Requirement profile I															
1122-12	Requirement profile II															
1123-13	Requirement profile III															
Content of function																
Requirement level 11		Requirement level 12					Requirement level 13									
<p>Leading a research unit. The range of duties is only sketched out by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Strategic management of the research unit</li> <li>- Resource management assurance</li> <li>- Participating in international projects</li> <li>- Accompanying and monitoring started projects</li> <li>- Procurement of third-party funding</li> <li>- Writing review articles and book chapters</li> <li>- Publishing and presenting personal research results</li> <li>- Active involvement with teaching</li> <li>- Participating in national and international expert committees and research partnerships</li> <li>- Supporting the next generation of scientists and taking on co-examiner duties</li> <li>- Representing their own research area (PR work)</li> <li>- Working with academic and/or industrial partners</li> <li>- Assisting superior instances in fundamental matters</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- A university degree recognised by ETH-Domain and, usually a dissertation</li> <li>- Several years of experience as a scientist</li> <li>- Additional management training</li> <li>- Expert knowledge in the department and advanced knowledge of institution's internal structures and processes</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>		<p>Leading a larger research unit. The range of duties are taken from the operating objectives. The details are to be specified by the individuals.</p> <p><i>The key tasks and duties are similar to those of Level 11, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Giving some lectures</li> <li>- Taking on a leading role in national and international expert committees and research partnerships</li> <li>- Supporting and representing the superior instance in institutional expert committees (teaching and research)</li> <li>- Contributing to the future strategy of the higher-level unit</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 11, but in addition:</i></p> <ul style="list-style-type: none"> <li>- A university degree recognised by ETH-Domain and, usually a dissertation, PhD and/or tenure</li> <li>- Several years of experience as a scientist in Switzerland and abroad</li> <li>- Several years of management experience</li> <li>- Expert knowledge in a number of departments and substantial knowledge of the institution's internal structures and processes.</li> </ul>					<p>Managing a large research unit with several research groups. The range of tasks and goals are taken from the sub-strategies. Details are filled in by the individuals themselves.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Strategic management of the research unit</li> <li>- Resource management assurance</li> <li>- Procuring third-party funding for projects (including project staff)</li> <li>- Supporting the next generation of scientists and taking on co-examiner duties</li> <li>- Appearing at international conferences as an invited keynote speaker and chairperson</li> <li>- Assuming a leading personal role in national and international expert committees as well as in research partnerships, representing the institution</li> <li>- Active participation in institutional bodies and involvement in the future direction of the higher-level unit</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- A university degree recognised by ETH-Domain and, usually a dissertation and tenure</li> <li>- Several years of experience as a scientist in Switzerland and abroad</li> <li>- Expert knowledge in a wide range of departments and a high level of knowledge of the institution's internal structures and processes</li> <li>- Many years of management experience</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>									

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 11	Requirement level 12	Requirement level 13
<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Additional specialist or technical or Management/leadership training. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge mostly within a specialist division.</p> <p>Some knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with substantial room for manoeuvre and with greater freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with different content and a certain degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating complex content with some aspects of a sensitive nature to a group of recipients with a high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a larger to large group with participants some of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Management support at a low to medium management level with an influence on more than one Organisational Unit for decision-making bodies with a small to medium diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Additional specialist or technical or Management/leadership training. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge mostly within several specialist divisions.</p> <p>Elevated knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with substantial room for manoeuvre and with greater to partly great freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with different content and a certain degree of familiarity with very frequent to permanent rotations.</p> <p><b><u>Communication skills</u></b> Communicating complex content being more of a sensitive nature than not to a group of recipients with a high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a large group with participants some of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Management support at a medium management level with an influence on several Organisational Units for decision-making bodies with a medium diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Generally doctorate and further scientific qualifications. Additional specialist or technical or Management/leadership training. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge across several specialist divisions.</p> <p>Substantial knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with high room for manoeuvre and with a great deal of freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly very different content and a low degree of familiarity with very frequent to permanent rotations.</p> <p><b><u>Communication skills</u></b> Communicating very complex content being mostly of a sensitive nature to a group of recipients with a high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a very large group with participants some of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Management support at a medium to upper management level with an influence on several Organisational Units for decision-making bodies with a medium diversity of interests.</p>

## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		201 Administrative Employees														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2011-01	Requirement profile I															
2012-02	Requirement profile II															
2013-03	Requirement profile III															
Content of function																
Requirement level 1			Requirement level 2						Requirement level 3							
<p>Role as support employee in Administration. The tasks, duties and targets are predefined in detail.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Recording and filing documents (copying, scanning)</li> <li>- Preparing duplicating, addressing, sending and distributing printed matter, documents, etc.</li> <li>- Distributing internal mail</li> <li>- Running errands</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Internal training/induction of approx. 3 months</li> <li>- Basic knowledge of individual tasks</li> <li>- Command of one Swiss national language</li> </ul>			<p>Role as experienced support employee in Administration. The tasks, duties are targets are predefined by the superior instance.</p> <p><i>The key tasks and duties are similar to those of Level 1, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Managing the filing (sorting, collating and filing work using basic sorting concepts)</li> <li>- Data entry in the PC/IT system (simple data selection, etc.)</li> <li>- Performing basic reproductions (duplications) based on instructions</li> <li>- Performing special tasks sporadically</li> <li>- Performing simple follow-up work in a limited area of responsibility</li> <li>- Providing simple information</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 1, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Internal training/induction of approx. 6 months</li> <li>- Some special knowledge of individual tasks</li> <li>- Basic knowledge of the processes within the Organisational Unit</li> </ul>						<p>Role as very experienced support employee in Administration.</p> <p>The tasks and duties are very clearly defined by the superior instance. The details are transmitted based on the target agreements and additional verbal instructions.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Managing the internal mail</li> <li>- Managing the switchboard, forwarding telephone calls and providing information to internal and external persons</li> <li>- Writing standardised messages and file notes for internal use</li> <li>- Carrying out special tasks (e.g. limited accounting tasks)</li> <li>- Overall management of registries/files</li> <li>- Assuming responsibility for simple organisational tasks</li> <li>- Providing information from own area of activity</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EBA level</li> <li>- Special knowledge of individual tasks</li> <li>- Basic knowledge of the processes within the institution</li> <li>- Command of one Swiss national language</li> </ul>							

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 1	Requirement level 2	Requirement level 3
<p><b><u>Knowledge (Education)</u></b> Introduction to the workplace.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated practical knowledge mostly involving stand-alone duties.</p> <p><b><u>Autonomy</u></b> Assumption of strongly executive duties with little room for manoeuvre and with very little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with very similar content and a very high degree of familiarity with sporadic rotations.</p> <p><b><u>Communication skills</u></b> Communicating simple content to a very homogeneous group of recipients or a group with very little heterogeneity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with basic arrangements in a very small group with participants having the same interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Frequent a certain level of mental stress.</p>	<p><b><u>Knowledge (Education)</u></b> In-house training (about 6 mths.).</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly involving stand-alone duties.  Some knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of executive duties with little room for manoeuvre and with little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with with similar content and a high degree of familiarity with sporadic rotations.</p> <p><b><u>Communication skills</u></b> Communicating simple content to a group of recipients with low levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with basic arrangements in a small group with participants having very similar interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Frequent a certain level of mental stress.</p>	<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Certificate (EBA).</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly involving stand-alone duties.  Some knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of mostly executory, some dispositive duties with little room for manoeuvre and with little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks which are mostly similar but with some different content and a high degree of familiarity with quite frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating simple content to a group of recipients with lower levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with basic arrangements in a small group with participants having similar interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Frequent a certain level of mental stress.</p>

## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		202 Administrative Officer														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2021-03	Requirement profile I															
2022-04	Requirement profile II															
2023-05	Requirement profile III															
Content of function																
Requirement level 3		Requirement level 4					Requirement level 5									
<p>Role as specialist in Administration. The tasks and duties are very clearly defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Managing documentation, files and filing systems</li> <li>- Filling out standard correspondence from template in the required national language</li> <li>- Carrying out routine clarifications (verbally and/or in writing) with relevant parties</li> <li>- Preparing assessments, reports and statistics using a template in the respective area of responsibility</li> <li>- Answering telephone inquiries</li> <li>- Assuming responsibility for simple organisational tasks</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EFZ or EBA level with appropriate knowledge</li> <li>- Basic knowledge of the area of responsibility</li> <li>- Basic knowledge of the processes within the Organisational Unit</li> <li>- Command of one of the official Swiss languages and a good command of English</li> </ul>		<p>Role as experienced specialist in Administration. The tasks and duties are clearly defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>The key tasks and duties are similar to those of Level 3, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Handling of largely self-standing, standard holistic commercial matters, inquiries and correspondence arising from own work</li> <li>- Organisation and management of documentation, files and filing systems</li> <li>- Giving different information and providing more basic advice at times</li> <li>- Preparing statistics, meeting reports, and presentations</li> <li>- Writing more basic reports</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 3, but in addition:</i></p> <ul style="list-style-type: none"> <li>- More in-depth knowledge of the field of activity</li> <li>- Extended knowledge of interfaces and processes within the Organisational Unit</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>					<p>Role as very experienced specialist in Administration. The tasks and duties are defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Performing more demanding, at times non-standard work in the delegated area of responsibility</li> <li>- Processing and monitoring the workflow of an assigned sub-area with extended personal responsibility</li> <li>- Managing correspondence and communicating in the required national language and in English</li> <li>- Preparing reports, statistics and calculations</li> <li>- Organising meetings; assuming responsibility for minutes</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EFZ level, as well as supplementary internal or external vocational training</li> <li>- Special knowledge of the area of responsibility</li> <li>- More in-depth knowledge of processes and procedures within the Organisational Unit</li> <li>- Good command of one of the official Swiss languages and English</li> </ul>									

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 3	Requirement level 4	Requirement level 5
<p><b><u>Knowledge (Education)</u></b> Education at level Swiss VET Diploma (EFZ) or (Swiss) Vocational Certificate (EBA) with the knowledge therein.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated practical knowledge mostly within a single area of activity.</p> <p>Some knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of mostly executory, some dispositive duties with little room for manoeuvre and with little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks which are mostly similar but with some different content and a high degree of familiarity with quite frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating simple content to a group of recipients with lower levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with basic arrangements in a small group with participants having similar interests and points of view.</p>	<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Diploma (EFZ).</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within a single area of activity.</p> <p>Elevated knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of mostly executory, some dispositive duties with little room for manoeuvre and with less freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly different content and a fairly high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly simple but sometimes demanding content to a group of recipients with lower to medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with basic arrangements in a smaller group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p>	<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Diploma (EFZ). Additional technical training.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within a single area of activity.</p> <p>Substantial knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of duties most of which are dispositive in nature with a partly elevated room for manoeuvre and with less freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a fairly high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly demanding content with some aspects of a sensitive nature to a group of recipients with lower to medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation including the making arrangements and solving more basic problems in a smaller group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p>

## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		203 Administrative Specialist I														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2031-05	Requirement profile I															
2032-06	Requirement profile II															
2033-07	Requirement profile III															
Content of function																
Requirement level 5			Requirement level 6						Requirement level 7							
<p>Role as specialist in Administration. The tasks and duties are defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Performing more demanding, at times non-standard, clerical and/or assistant tasks</li> <li>- Holistic processing and monitoring of the assigned sub-area</li> <li>- Preparing various types of reports, statistics, calculations and KPIs based on internal and external information (is familiar with the interrelationships)</li> <li>- Performing coordination tasks with internal and external stakeholders</li> <li>- Managing individual business correspondence in the required national language and English</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EFZ level, supplemented by external vocational training</li> <li>- Subject matter expertise</li> <li>- More in-depth knowledge of processes and procedures within the Organisational Unit</li> <li>- Good command of one of the official Swiss languages and English</li> </ul>			<p>Role as experienced specialist in Administration. The tasks and duties are described by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 5, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Working autonomously in a subject area or working independently on a heterogeneous task area with different subtasks (e.g. managing a demanding administrative area, etc.)</li> <li>- Performing coordination and organisational tasks with internal and external stakeholders on a comprehensive basis</li> <li>- Providing support for more demanding organisational tasks (e.g. planning, implementation and launch of new processes, working styles and methods)</li> <li>- Participating in working and project groups</li> <li>- Assisting superiors in technical questions</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 5, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Vocational training at the level of the Swiss federal examination (BP)</li> <li>- Some specialist knowledge of the subject area</li> <li>- Very good command of one of the official Swiss languages and a very good command of English</li> </ul>						<p>Role as very experienced specialist in Administration. The tasks and duties are described roughly by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Working in a separate functional area</li> <li>- Data analysis, aggregation and evaluation</li> <li>- Planning processing and implementing concepts</li> <li>- Solving organisational problems and optimising processes and procedures</li> <li>- Knowledge transfer and advising of external persons on challenging issues</li> <li>- Generating text and technical contributions</li> <li>- Working in projects and specialist groups</li> <li>- Preparing demanding reports and presentations for decision-making bodies</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at the level of advanced federal examination (HFP) or college of higher education (HF)</li> <li>- Specialist knowledge of the subject area</li> <li>- More in-depth knowledge of processes and procedures within the Organisational Unit</li> <li>- Very good command of one of the official Swiss languages and a very good command of English</li> </ul>							

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 5	Requirement level 6	Requirement level 7
<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Diploma (EFZ). Vocational studies.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated practical knowledge mostly within one specialist area.</p> <p>Substantial knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of duties most of which are dispositive in nature with a partly elevated room for manoeuvre and with less freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a fairly high degree of familiarity with quite frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly demanding content with some aspects of a sensitive nature to a group of recipients with lower to medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems in a smaller group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> ( - )  ( - )</p>	<p><b><u>Knowledge (Education)</u></b> Basic and additional education and training at the level of Swiss federal examination (BP).</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within one specialist area.</p> <p>Substantial knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with a partly elevated room for manoeuvre and with less freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a relatively high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content with some aspects of a sensitive nature to a group of recipients with lower to medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> ( - )  Management support at a low management level with an influence on one Organisational Unit for decision-making bodies with a small diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Basic and additional training at the level of advanced federal examination (HFP), college of higher education (HF).</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within one specialist area.</p> <p>Substantial knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a certain degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving more demanding problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Specialist instruction to very small number of employees with identical functions on an operational level.  Management support at a low management level with an influence on more than one Organisational Unit for decision-making bodies with a smaller diversity of interests.</p>



## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		204 Administrative Specialist II														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2041-07	Requirement profile I															
2042-08	Requirement profile II															
2043-09	Requirement profile III															
2044-10	Requirement profile IV															

### Content of function

Requirement level 7	Requirement level 8	Requirement level 9	Requirement level 10
<p>Role as specialist in Administration with various tasks and dispositive duties.</p> <p>The tasks and duties are described roughly by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Supervising a subject area with more demanding issues</li> <li>- Solving organisational problems</li> <li>- Optimising processes and procedures and launching new ones</li> <li>- Assisting in the organisation of events and conferences</li> <li>- Knowledge transfer and advising of external groups on challenging issues</li> <li>- Chairing of meetings / discussions</li> <li>- Preparing sophisticated reports</li> <li>- Working in specific projects</li> <li>- Lending support to line and specialists in the field</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education/training at the level of FH Bachelor or HF/HFP with appropriate knowledge</li> <li>- More in-depth knowledge of the supervised subject area</li> <li>- More in-depth knowledge of processes and procedures within the institution</li> <li>- Very good command of one of the official Swiss languages and a very good command of English</li> </ul>	<p>Role as experienced specialist in Administration with a broader area of responsibility and duties of an increased dispositive nature.</p> <p>The tasks and duties are described very roughly by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 7, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Assuming responsibility for specialist tasks with very demanding questions</li> <li>- Auditing and evaluation of systems and workflows in terms of their effectiveness and efficiency</li> <li>- Collaborating in subject-specific and cross-departmental projects</li> <li>- Providing the basis for decision-making based on specific problems</li> <li>- Supports the line on specific technical issues</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 7, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Some specialist knowledge of the supervised subject area</li> </ul>	<p>Role as very experienced specialist in Administration with a broad area of responsibility and some conceptual duties.</p> <p>The tasks and duties are set out by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Managing a more complex subject area and taking on specialist tasks with some conceptual issues (e.g. a far-reaching revamp of structures and processes)</li> <li>- Preparing difficult reports, statistics and expertise based on internal and external information</li> <li>- Participating in external surveys, studies and expertise</li> <li>- Organising and comparing specialist conferences or leading demanding meetings / discussions</li> <li>- Leading negotiations in selected subject areas</li> <li>- Leading (sub)-projects with some interdisciplinary and cross-departmental issues</li> <li>- Supporting the line and specialist committees in multiple areas of responsibility</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at FH/HS Master level</li> <li>- Specialist knowledge in the supervised subject area</li> <li>- Detailed knowledge of processes and procedures within the institution</li> <li>- Very good command of one of the official Swiss languages and a very good command of English</li> </ul>	<p>Role as expert in Administration with a very broad and heterogeneous area of responsibility and some to mostly conceptual tasks.</p> <p>The tasks and duties are roughly set out by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 9, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Assuming responsibility for assigned specialist tasks</li> <li>- Leading demanding negotiations with internal and external stakeholders</li> <li>- Participating in committees with strategic issues</li> <li>- Leading project teams with a cross-department level of integration and interdependence</li> <li>- Supporting the line and specialist committees on partly strategic issues</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 9, but in addition:</i></p> <ul style="list-style-type: none"> <li>- In-depth specialist knowledge in the supervised subject area</li> </ul>

## ETH-Domain: Model descriptions

DESCRIPTION			
Requirement level 7	Requirement level 8	Requirement level 9	Requirement level 10
<p><b><u>Knowledge (Education)</u></b> Education at the level of a Bachelor's degree from a Swiss university of applied science (FH) or at the level of advanced federal examination (HFP), college of higher education (HF) with equal additional knowledge.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated practical knowledge mostly within a specialist division.</p> <p>Substantial knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with a partly elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a fairly high degree of familiarity with occasional rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving more demanding problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Specialist instruction to very small number of employees with identical functions on an operational level.</p> <p>Management support at a low to medium management level with an influence on several Organisational Units for decision-making bodies with a smaller diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the level of a Bachelor's degree from a Swiss university of applied science (FH) or at the level of advanced federal examination (HFP), college of higher education (HF) with equal additional knowledge.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within a specialist division.</p> <p>Substantial knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a relatively high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content being more of a sensitive nature than not to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving demanding, at times complex problems in a larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Specialist instruction to very small number of employees with similar functions on an operational level.</p> <p>Management support at a medium management level with an influence on several Organisational Units for decision-making bodies with a small to medium diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level or a Master's degree (FH) with equal additional knowledge.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within a specialist division.</p> <p>High knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of some conceptual duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with mostly different content and a relatively high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating partly complex content being more of a sensitive nature than not to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems which are more complex than not in a larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing sub-projects or smaller full projects with a small number of employees with most having similar functions but some having different functions</p> <p>Management support at a medium management level with an influence on several Organisational Units for decision-making bodies with a medium diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level or a Master's degree (FH) with equal additional knowledge.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within a specialist division.</p> <p>High knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of some conceptual duties with substantial room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with different content and a certain degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex being mostly of a sensitive nature to a group of recipients with medium to high levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems which are more complex than not in a larger to large group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing smaller full projects including responsibility for outcomes and budget with a larger number of employees with most having similar functions but some having different functions</p> <p>Management support at a medium to upper management level with an influence on all Organisational Units for decision-making bodies with a medium diversity of interests.</p>

## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		301 Technical Employees														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3011-01	Requirement profile I															
3012-02	Requirement profile II															
3013-03	Requirement profile III															
Content of function																
Requirement level 1		Requirement level 2					Requirement level 3									
<p>Role as support employee in technical matters. The tasks, duties and targets are predefined in detail.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Cleaning the allocated premises in compliance with the cleaning standards according to a given plan and verbal instructions without the use of cleaning machines</li> <li>- Working in maintenance services under comparable working conditions for light-duty auxiliary and cleaning work in the area</li> <li>- Using cleaning utensils correctly and ecologically</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Internal training/induction of approx. 3 months</li> <li>- Basic knowledge in individual activities (e.g. use of cleaning agents)</li> <li>- Command of one Swiss national language</li> </ul>		<p>Role as experienced support employee in technical matters. The tasks, duties and targets are predefined by the superior instance.</p> <p><i>The key tasks and duties are similar to those of Level 1, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Mechanical cleaning of assigned common areas inside and out</li> <li>- Performing simpler maintenance work</li> <li>- Assisting in dismantling, cleaning and transporting machines and equipment</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 1, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Internal training/induction of approx. 6 months</li> <li>- Some special knowledge of individual tasks</li> </ul>					<p>Role as a very experienced support employee in technical matters. The tasks and duties are very clearly defined by the superior instance. The details are transmitted based on the target agreements and additional verbal instructions</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Performing maintenance and servicing work on special equipment, installations or buildings (e.g. electrical, sanitary, etc.)</li> <li>- Inspecting and checking technical installations (e.g. heating, ventilation, etc.)</li> <li>- Performing simpler installation work for infrastructure systems</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EBA level</li> <li>- Specialist knowledge of individual tasks</li> <li>- Trained handling of work aids and tools</li> <li>- Command of one Swiss national language</li> </ul>									

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 1	Requirement level 2	Requirement level 3
<p><b><u>Knowledge (Education)</u></b> Introduction to the workplace.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated practical knowledge mostly involving stand-alone duties.</p> <p><b><u>Autonomy</u></b> Assumption of strongly executive duties with very little room for manoeuvre and with little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with with similar content and a high degree of familiarity with sporadic rotations.</p> <p><b><u>Communication skills</u></b> Communicating simple content to a very homogeneous group of recipients or a group with very little heterogeneity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with basic arrangements in a very small group with participants having the same interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Frequent a certain level of mental stress. Frequent a certain level of physical stress resp. environmental factors.</p>	<p><b><u>Knowledge (Education)</u></b> In-house training (about 6 mths.).</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly involving stand-alone duties.</p> <p><b><u>Autonomy</u></b> Assumption of executive duties with little room for manoeuvre and with little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with with similar content and a high degree of familiarity with occasional rotations.</p> <p><b><u>Communication skills</u></b> Communicating simple content to a group of recipients with low levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with basic arrangements in a small group with participants having very similar interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Frequent a certain level of mental stress. Frequent a certain level of physical stress resp. environmental factors.</p>	<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Certificate (EBA).</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly involving stand-alone duties.</p> <p><b><u>Autonomy</u></b> Assumption of mostly executive, some dispositive duties with little room for manoeuvre and with little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks which are mostly similar but with some different content and a high degree of familiarity with quite frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating simple content to a group of recipients with lower levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with basic arrangements in a small group with participants having similar interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Frequent a certain level of mental stress. Frequent a certain level of physical stress resp. environmental factors.</p>

## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		302 Technical Officer														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3021-03	Requirement profile I															
3022-04	Requirement profile II															
3023-05	Requirement profile III															
Content of function																
Requirement level 3		Requirement level 4					Requirement level 5									
<p>Role as a specialist in a technical or scientific environment. The tasks and duties are very clearly defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Solves clearly defined technical tasks of a mainly routine nature (e.g. repair, maintenance, installation and servicing work)</li> <li>- Responsibility for materials management</li> <li>- Assistance in sampling and measurements</li> <li>- Assuming responsibility for simple organisational tasks</li> <li>- Compiling results and participating in the evaluation of data materials</li> <li>- Assisting in the development of methods and analytical procedures</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EFZ or EBA level with appropriate knowledge</li> <li>- Basic knowledge in the area of responsibility</li> <li>- Basic knowledge of the processes within one's own Organisational Unit</li> <li>- Trained handling of work aids and devices</li> <li>- Command of one of the official Swiss languages and a good command of English</li> </ul>		<p>Role as experienced specialist in a technical or scientific environment.</p> <p>The tasks and duties are clearly defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>The key tasks and duties are similar to those of Level 3, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Solves the technical tasks in the assigned work area mostly autonomously</li> <li>- Carrying out sampling and measurements</li> <li>- Assisting in the development of methods and analytical procedures</li> <li>- Manufacturing of some non-standard constructions, equipment, devices</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 3, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Some special knowledge in the area of responsibility</li> </ul>					<p>Role as very experienced specialist in a technical or scientific environment.</p> <p>The tasks and duties are defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Independent planning and working on various activities from different technical areas</li> <li>- Compiling results and evaluations of data materials for reports and calculations</li> <li>- Participation in the development of methods and analytical procedures</li> <li>- Making apparatus and test facilities in cooperation with the Organisational Unit</li> <li>- Taking on consulting tasks in practical technical issues</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EBA level</li> <li>- Specialist knowledge in the area of responsibility</li> <li>- Basic knowledge of the processes within one's own Organisational Unit</li> <li>- Trained handling of work aids and devices</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>									

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 3	Requirement level 4	Requirement level 5
<p><b><u>Knowledge (Education)</u></b> Education at level Swiss VET Diploma (EFZ) or (Swiss) Vocational Certificate (EBA) with the knowledge therein.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated practical knowledge mostly within a single area of activity.</p> <p>Some knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of mostly executory, some dispositive duties with little room for manoeuvre and with little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks which are mostly similar but with some different content and a high degree of familiarity with occasional rotations.</p> <p><b><u>Communication skills</u></b> Communicating simple content to a group of recipients with lower levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with basic arrangements in a small group with participants having similar interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Quite frequent substantial physical stress resp. environmental factors.</p>	<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Diploma (EFZ).</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within a single area of activity.</p> <p>Some knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of mostly executory, some dispositive duties with some room for manoeuvre and with little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly different content and a fairly high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly simple but sometimes demanding content to a group of recipients with lower to medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation including the making arrangements and solving more basic problems in a smaller group with participants having similar interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Quite frequent substantial physical stress resp. environmental factors.</p>	<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Diploma (EFZ).</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within a single area of activity.</p> <p>Some knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of duties most of which are dispositive in nature with a partly elevated room for manoeuvre and with an elevated freedom to make decisions in part.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a fairly high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly simple but sometimes demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems in a smaller group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Quite frequent substantial physical stress resp. environmental factors.</p>

## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		303 Technical Specialist I														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3031-05	Requirement profile I															
3032-06	Requirement profile II															
3033-07	Requirement profile III															
Content of function																
Requirement level 5				Requirement level 6						Requirement level 7						
<p>Role as specialist in a technical or scientific environment. The tasks and duties are defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Working, largely independently on uniform, holistic tasks from various areas of activity</li> <li>- Planning, organising and implementing improvements to existing plants, machines, devices, equipment, etc.</li> <li>- Preparing documentation and accompanying documents (e.g. test results, statistics, instructions for use)</li> <li>- Assuming responsibility for consulting tasks in technical questions</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EFZ level, supplemented by external vocational training</li> <li>- Subject matter expertise</li> <li>- Basic knowledge of the processes within one's own Organisational Unit</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>				<p>Role as experienced specialist in a technical or scientific environment. The tasks and duties are described by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 5, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Processing, coordination and monitoring the workflow of an assigned sub-area with extended personal responsibility</li> <li>- Handling more demanding, even non-standard tasks</li> <li>- Planning and conducting major analyses and audits</li> <li>- Participating in the evaluation and installation of new systems and equipment (including maintenance and revision concepts)</li> <li>- Creating reports, internal and external reports, statistics and calculations</li> <li>- Supervising BSc and MSc students and PhD students, Postdocs and internships</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 5, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Vocational training at the level of the Swiss federal examination (BP) with Federal Professional Certificate (FA)</li> <li>- Some specialist knowledge of the subject area</li> </ul>						<p>Role as very experienced specialist in a technical or scientific environment. The tasks and duties are described roughly by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Processing, coordination and monitoring the whole workflow of a subject area</li> <li>- Analysis, aggregation of evaluation of data and information in the subject area</li> <li>- Planning and carrying out comprehensive analyses and revisions</li> <li>- Preparing demanding documentation and accompanying documents, if necessary, for decision-making bodies</li> <li>- Transferring knowledge and advising internal and external persons in challenging issues</li> <li>- Evaluating and procuring new systems and equipment</li> <li>- Supervising BSc and MSc students and PhD students, Postdocs and internships</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at the level of advanced federal examination (HFP) or college of higher education (HF)</li> <li>- Specialist knowledge in the subject area</li> <li>- Advanced knowledge of the interfaces and processes in your own Organisational Unit</li> <li>- Good command of one of the official Swiss languages and English</li> </ul>						

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 5	Requirement level 6	Requirement level 7
<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Diploma (EFZ). Additional technical training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated practical knowledge mostly within one specialist area.</p> <p>Some knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p>Considerable physical dexterity, manual dexterity and/or finger dexterity.</p> <p><b><u>Autonomy</u></b> Assumption of duties most of which are dispositive in nature with a partly elevated room for manoeuvre and with less freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a fairly high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly simple but sometimes demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems in a smaller group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> ( - )</p> <p><b><u>Stress and working conditions</u></b> Frequent substantial physical stress resp. environmental factors.</p>	<p><b><u>Knowledge (Education)</u></b> Basic and additional education and training at the level of Swiss federal examination (BP). Complementary technical training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within one specialist area.</p> <p>Some knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p>Considerable physical dexterity, manual dexterity and/or finger dexterity.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with a partly elevated room for manoeuvre and with an elevated freedom to make decisions in part.</p> <p><b><u>Flexibility</u></b> Work on tasks with mostly different content and a relatively high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> ( - )</p> <p><b><u>Stress and working conditions</u></b> Frequent substantial physical stress resp. environmental factors.</p>	<p><b><u>Knowledge (Education)</u></b> Basic and additional training at the level of advanced federal examination (HFP), college of higher education (HF).</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within one specialist area.</p> <p>Elevated knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p>Considerable physical dexterity, manual dexterity and/or finger dexterity.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with an elevated room for manoeuvre and with an elevated freedom to make decisions in part.</p> <p><b><u>Flexibility</u></b> Work on tasks with mostly different content and a certain degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving more demanding problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Management support at a low management level with an influence on one Organisational Unit for decision-making bodies with a small diversity of interests.</p> <p><b><u>Stress and working conditions</u></b> Frequent substantial physical stress resp. environmental factors.</p>



## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		304 Technical Specialist II														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3041-07	Requirement profile I															
3042-08	Requirement profile II															
3043-09	Requirement profile III															
3044-10	Requirement profile IV															
Content of function																
Requirement level 7		Requirement level 8					Requirement level 9					Requirement level 10				
<p>Role as specialist in technical and scientific matters with various tasks and dispositive duties.</p> <p>The tasks and duties are described roughly by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Supervising a subject area with more demanding issues</li> <li>- Solving technical issues and optimising processes and procedures</li> <li>- Carrying out sophisticated cross-department surveys and analyses</li> <li>- Lending support to process and procedure optimisation</li> <li>- Knowledge transfer and advising of external groups on challenging issues</li> <li>- Chairing of meetings / discussions</li> <li>- Preparing sophisticated reports</li> <li>- Editing technical instructions</li> <li>- Collaborating in subject-specific projects</li> <li>- Lending support to line and specialists in the field</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education/training at the level of FH Bachelor or HF/HFP with appropriate knowledge</li> <li>- More in-depth knowledge of the supervised subject area</li> <li>- Advanced knowledge of the interfaces and processes within the institution</li> <li>- Good command of one of the official Swiss languages and English</li> </ul>		<p>Role as experienced specialist in technical or scientific environment with a broader area of responsibility and duties of an increased dispositive nature.</p> <p>The tasks and duties are described very roughly by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 7, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Taking on specialist tasks with very demanding issues</li> <li>- Collaborating on institution-wide projects</li> <li>- Providing a basis for decision-making on specific technical problems and lending support to the line in specific technical issues</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 7, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Some specialist knowledge of the supervised subject area.</li> </ul>					<p>Role as a very experienced specialist in technical/scientific matters with a broad area of responsibility and some conceptual duties.</p> <p>The tasks and duties are set out by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Managing a more complex subject area and taking on specialist tasks with some conceptual issues (e.g. process analyses, investment applications, etc.)</li> <li>- Preparing difficult reports, statistics and expertise based on internal and external information (e.g. devising technical expert opinions)</li> <li>- Participating in external surveys, studies and expertise</li> <li>- Leading demanding meetings / discussions</li> <li>- Leading negotiations in selected subject areas</li> <li>- Leading (sub)-projects with some interdisciplinary questions</li> <li>- Supporting the line and specialist committees in multiple areas of responsibility</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at FH/HS Master level</li> <li>- Specialist knowledge in the supervised subject area</li> <li>- More in-depth knowledge of processes and procedures within the Organisational Unit</li> <li>- Very good command of one of the official Swiss languages and a very good command of English</li> </ul>					<p>Role as technical expert in the technical and scientific field with a very broad and heterogeneous area of responsibility and some to a majority of conceptual tasks.</p> <p>The tasks and duties are roughly set out by the superior instance. The details are specified in objective agreements</p> <p><i>The key tasks and duties are similar to those of Level 9, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Assuming responsibility for assigned specialist tasks</li> <li>- Leading demanding negotiations with internal and external stakeholders</li> <li>- Participating in committees with higher-level matters</li> <li>- Leading project teams with a cross-department level of integration and interdependence</li> <li>- Supporting the line and specialist committees in some strategic issues within the remit of the supervised departments</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 9, but in addition:</i></p> <ul style="list-style-type: none"> <li>- In-depth specialist knowledge in the supervised subject area</li> </ul>				

## ETH-Domain: Model descriptions

DESCRIPTION			
Requirement level 7	Requirement level 8	Requirement level 9	Requirement level 10
<p><b><u>Knowledge (Education)</u></b> Education at the level of a Bachelor's degree from a Swiss university of applied science (FH) or at the level of advanced federal examination (HFP), college of higher education (HF) with equal additional knowledge. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated practical knowledge mostly within a specialist division.  Elevated knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with a partly elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with mostly different content and a certain degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving more demanding problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Specialist instruction to very small number of employees with identical functions on an operational level.  Management support at a low management level with an influence on one Organisational Unit for decision-making bodies with a small diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the level of a Bachelor's degree from a Swiss university of applied science (FH). Complementary technical training.  Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within a specialist division.  Elevated knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with different content and a certain degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content being more of a sensitive nature than not to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving demanding, at times complex problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Specialist instruction to a small number of employees with similar functions on an operational level.  Management support at a low management level with an influence on more than one Organisational Unit for decision-making bodies with a small diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the level of a Bachelor's degree from a Swiss university of applied science (FH). Complementary and in-depth technical training.  Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within a specialist division.  Substantial knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of some conceptual duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with different content and a certain degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating partly complex content being more of a sensitive nature than not to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems which are more complex than not in a larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing sub-projects or smaller full projects with a smaller number of employees with most having similar functions but some having different functions  Management support at a low to medium management level with an influence on several Organisational Units for decision-making bodies with a medium diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level or a Master's degree (FH) with equal additional knowledge. High demands on the keeping knowledge up-to-date</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within a specialist division.  Substantial knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of some conceptual duties with substantial room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly very different content and a certain degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex being mostly of a sensitive nature to a group of recipients with medium to high levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a larger to large group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing smaller full projects including responsibility for outcomes and budget with a larger number of employees with most having similar functions but some having different functions  Management support at a medium management level with an influence on several Organisational Units for decision-making bodies with medium to large diversity of interests.</p>

## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		402 IT-Support (1-Level)														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
4021-03	Requirement profile I															
4022-04	Requirement profile II															
4023-05	Requirement profile III															
Content of function																
Requirement level 3		Requirement level 4					Requirement level 5									
<p>Role as IT specialist.</p> <p>The tasks and duties are very clearly defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Accepting fault reports and questions from users and ensuring 1st-level support</li> <li>- Forwarding fault messages / questions to the responsible authorities</li> <li>- Monitoring and testing peripheral devices within a preassigned task area</li> <li>- Executing processing orders according to instructions or schedule</li> <li>- Detecting faulty device states and calls in specialists to remedy them</li> <li>- Replacing hardware and fixing minor malfunctions</li> <li>- Maintaining statistics and control documents and forwarding them</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EFZ or EBA level with appropriate knowledge</li> <li>- Relevant vocational studies (Fachausbildung)</li> <li>- Basic knowledge of the area of responsibility</li> <li>- Basic knowledge of the processes within one's own Organisational Unit</li> <li>- Command of one of the official Swiss languages and a good command of English</li> </ul>		<p>Role as experienced IT specialist</p> <p>The tasks and duties are clearly defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>The key tasks and duties are similar to those of Level 3, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Ensuring 1st-level support for multiple IT systems</li> <li>- Analysing simpler problems and developing proposals for solutions</li> <li>- Installing new and different hardware and software components and instructing users</li> <li>- Setting up a connection to the network based on the access authorisation</li> <li>- Recognising faulty system states and initiating the appropriate remedy</li> <li>- Maintaining routine processing and failure records, statistics and control documents</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 3, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Additional vocational studies/ certifications</li> <li>- Specialist knowledge in the area of responsibility</li> <li>- Considerable degree of knowledge refresh</li> </ul>					<p>Role as very experienced IT specialist.</p> <p>The tasks and duties are defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Ensuring 1st-level support for a wide range of tasks and IT systems</li> <li>- Training users in the specific field of application and collaborating on the design of courses and documentation</li> <li>- Autonomous assumption of responsibility for day-to-day processing</li> <li>- Creating user manuals and documentation</li> <li>- Configuring, installing, implementing and maintaining web infrastructures</li> <li>- Assisting in the planning, evaluation and development of the IT infrastructure</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EBA level</li> <li>- Additional vocational studies and/or certifications</li> <li>- Considerable degree of knowledge refresh</li> <li>- In-depth specialist knowledge in several fields of activity</li> <li>- Advanced knowledge of the interfaces and processes within your own Organisational Unit</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>									

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 3	Requirement level 4	Requirement level 5
<p><b><u>Knowledge (Education)</u></b> Education at level Swiss VET Diploma (EFZ) or (Swiss) Vocational Certificate (EBA) with the knowledge therein. Additional technical training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within a single area of activity.  Some knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of executive duties with little room for manoeuvre and with little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with with similar content and a relatively high degree of familiarity with sporadic rotations.</p> <p><b><u>Communication skills</u></b> Communicating very simple content with some aspects of a sensitive nature to a group of recipients with low levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation including the making arrangements and solving more basic problems in a small group with participants having the same interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Quite frequent exposed to criticism.</p>	<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Diploma (EFZ). Complementary technical training.  Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within a single area of activity.  Some knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of mostly executory, some dispositive duties with little room for manoeuvre and with little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with with similar content and a certain degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating simple content with some aspects of a sensitive nature to a group of recipients with low levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems in a small group with participants having the same interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Quite frequent exposed to criticism.</p>	<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Diploma (EFZ). Complementary and in-depth technical training.  Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within several areas of responsibility.  Elevated knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of duties most of which are dispositive in nature with little room for manoeuvre and with little freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks which are mostly similar but with some different content and a certain degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly demanding content with some aspects of a sensitive nature to a group of recipients with lower levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving more demanding problems in a small group with participants having the same interests and points of view.</p> <p><b><u>Stress and working conditions</u></b> Quite frequent exposed to criticism.</p>

## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		403 IT-Support (2-Level) / Programming														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
4031-05	Requirement profile I															
4032-06	Requirement profile II															
4033-07	Requirement profile III															
Content of function																
Requirement level 5		Requirement level 6					Requirement level 7									
<p>Role as specialised IT expert.</p> <p>The tasks and duties are defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Testing and introducing new HW and SW components</li> <li>- Identification of program and system bottlenecks; analysis and remedy of related faults</li> <li>- Supporting managers in case of problems with applications and initiating improvement and QA measures</li> <li>- Analysing a wide range of problems (processes, transactions, data)</li> <li>- Programming and assisting the implementation of various applications</li> <li>- Performing specific training sequences and designing corresponding documentation</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Vocational training at the level of the Swiss federal examination (BP) with Federal Professional Certificate or EFZ with corresponding certifications</li> <li>- Considerable degree of knowledge refresh</li> <li>- Some specialist knowledge of the subject area</li> <li>- Advanced knowledge of the interfaces and processes within your own Organisational Unit</li> <li>- Good command of one of the official Swiss languages and English</li> </ul>		<p>Role as experienced, specialized IT expert.</p> <p>The tasks and duties are described by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 5, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Planning, developing and implementing applications within the framework of defined interfaces / system specifications</li> <li>- Preparing detailed analyses and process descriptions as well as simple concepts in the field of application</li> <li>- Installing and testing operating and standard software and web solutions</li> <li>- Supporting system development as well as the user side in system technical questions</li> <li>- Conducting training courses and workshops</li> <li>- Working in projects and specialist groups with</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 5, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Additional vocational studies or certification</li> <li>- Specialist knowledge in the subject area</li> </ul>					<p>Role as very experienced, specialized IT specialist.</p> <p>The tasks and duties are described roughly by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Working on defined development projects from trial phase to system construction/test including implementation and user training</li> <li>- Writing development requests or change requests and their technical evaluation</li> <li>- Working as a system specialist in tasks on various technical platforms</li> <li>- Realising concepts for tuning and performance tasks as well as for the determination and elimination of error conditions</li> <li>- Completing applications and ideas and assisting with the preparation of project assignments</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at the level of advanced federal examination (HFP) or college of higher education (HF)</li> <li>- Additional vocational studies at HFP/HF level</li> <li>- Considerable degree of knowledge refresh</li> <li>- In-depth specialist knowledge in the subject area</li> <li>- Advanced knowledge of the interfaces and processes within the institution</li> <li>- Good command of one of the official Swiss languages and English</li> </ul>									

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 5	Requirement level 6	Requirement level 7
<p><b><u>Knowledge (Education)</u></b> Basic and additional education and training at the level of Swiss federal examination (BP) or Swiss VET Diploma (EFZ) with the knowledge therein. Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within one specialist area.  Elevated knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of duties most of which are dispositive in nature with some room for manoeuvre and with less freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly different content and a certain degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly demanding content with some aspects of a sensitive nature to a group of recipients with lower levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving more demanding problems in a small group with participants having similar interests and points of view.</p> <p><b><u>Management competence</u></b> ( - )</p> <p><b><u>Stress and working conditions</u></b> Occasionally exposed to criticism.</p>	<p><b><u>Knowledge (Education)</u></b> Basic and additional education and training at the level of Swiss federal examination (BP). Additional technical training.  Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within one specialist area.  Elevated knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with a partly elevated room for manoeuvre and with less freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a certain degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly demanding content with some aspects of a sensitive nature to a group of recipients with lower to medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving more demanding problems in a smaller group with participants having similar interests and points of view.</p> <p><b><u>Management competence</u></b> Management support at a low management level with an influence on more than one Organisational Unit for decision-making bodies with a small diversity of interests.</p> <p><b><u>Stress and working conditions</u></b> Occasionally exposed to criticism.</p>	<p><b><u>Knowledge (Education)</u></b> Basic and additional training at the level of advanced federal examination (HFP), college of higher education (HF). Complementary and in-depth technical training.  Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within one specialist area.  Elevated knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with an elevated room for manoeuvre and with less freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a certain to a low degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving demanding, at times complex problems in a smaller group with participants having similar interests and points of view.</p> <p><b><u>Management competence</u></b> Management support at a low management level with an influence on several Organisational Units for decision-making bodies with a small diversity of interests.</p> <p><b><u>Stress and working conditions</u></b> Occasionally exposed to criticism.</p>

## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		404 System Specialist (3-Level) / Software Engineering														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
4041-07	Requirement profile I															
4042-08	Requirement profile II															
4043-09	Requirement profile III															
4044-10	Requirement profile IV															
Content of function																
Requirement level 7		Requirement level 8					Requirement level 9					Requirement level 10				
<p>Role as IT specialist.</p> <p>The tasks and duties are described roughly by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Working independently on demanding specialist tasks (e.g. evaluations, concept development, programming, reviews, tests, assessment of proposals and requests)</li> <li>- Performing sophisticated analyses (e.g. for business processes, data, functions and objects)</li> <li>- Assisting in the organisation of events and conferences</li> <li>- Advising selected stakeholders on specific issues</li> <li>- Chairing meetings / discussions</li> <li>- Preparing sophisticated reports</li> <li>- Editing technical instructions</li> <li>- Working in interdepartmental projects with</li> <li>- Supporting the line and specialists in the field</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education/training at the level of FH Bachelor or HF/HFP with appropriate knowledge</li> <li>- Corresponding certifications</li> <li>- High degree of knowledge refresh</li> <li>- More in-depth knowledge of the managed department</li> <li>- Advanced knowledge of the interfaces and processes within the institution</li> <li>- Very good command of one of the official Swiss languages and a very good command of English</li> </ul>		<p>Role as experienced IT specialist.</p> <p>The tasks and duties are described very roughly by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 7, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Analysis of business requirements and planning of projects and integrations</li> <li>- Collaborating on institute-wide projects</li> <li>- Leading (sub)-project teams incl. assignment to members and controlling</li> <li>- Providing a basis for decision-making based on specific problems and supporting the line with specific technical questions</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 7, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Some specialist knowledge of the managed department</li> </ul>					<p>Role as very experienced IT specialist (scientific computing).</p> <p>The tasks and duties are set out by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Preparing conceptual project planning</li> <li>- Performing comprehensive analyses and expertise (e.g. IT security, cloud solutions, etc.)</li> <li>- Programming and development of scientific IT applications</li> <li>- Taking on interdisciplinary coordination tasks</li> <li>- Supervising and support for other specialists in the department</li> <li>- Leading demanding meetings / discussions</li> <li>- Organising and compering conferences</li> <li>- Leading negotiations in selected topic areas</li> <li>- Leading smaller project teams with demanding content (e.g. in terms of volume, interfaces, technical complexity, etc.)</li> <li>- Supporting the line and specialist committees in multiple areas of responsibility</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at FH/HS Master level</li> <li>- Corresponding certifications</li> <li>- High degree of knowledge refresh</li> <li>- Specialist knowledge of the managed department</li> <li>- More in-depth knowledge of processes and procedures within the institution</li> <li>- Very good command of one of the official Swiss languages and a very good command of English</li> </ul>					<p>Role as IT expert (scientific computing).</p> <p>The tasks and duties are roughly set out by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 9, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Assuming responsibility for assigned specialist tasks as the person responsible for the issue and working on new tasks with a high degree of difficulty</li> <li>- Leading demanding negotiations with internal and external stakeholders</li> <li>- Participating in committees with strategic issues</li> <li>- Leading project teams with very demanding content</li> <li>- Supporting the line and specialist committees with strategic IT issues</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 9, but in addition:</i></p> <ul style="list-style-type: none"> <li>- In-depth specialist knowledge of the department</li> </ul>				

## ETH-Domain: Model descriptions

DESCRIPTION			
Requirement level 7	Requirement level 8	Requirement level 9	Requirement level 10
<p><b><u>Knowledge (Education)</u></b> Education at the level of a Bachelor's degree from a Swiss university of applied science (FH) or at the level of advanced federal examination (HFP), college of higher education (HF) with equal additional knowledge. Additional technical training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated practical knowledge mostly within a specialist division.</p> <p>Elevated knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a certain to a low degree of familiarity with quite frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving demanding, at times complex problems in a smaller group with participants having similar interests and points of view.</p> <p><b><u>Management competence</u></b> ( - )</p> <p>Management support at a low management level with an influence on several Organisational Units for decision-making bodies with a small diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the level of a Bachelor's degree from a Swiss university of applied science (FH) or at the level of advanced federal examination (HFP), college of higher education (HF) with equal additional knowledge. Complementary technical training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within a specialist division.</p> <p>Elevated knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of some conceptual duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a certain to a low degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content being more of a sensitive nature than not to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems which are more complex than not in a smaller group with participants having similar interests and points of view.</p> <p><b><u>Management competence</u></b> Managing subprojects with a small number of employees with identical functions.</p> <p>Management support at a low to medium management level with an influence on several Organisational Units for decision-making bodies with a small diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level or a Master's degree (FH) with equal additional knowledge. Additional technical training.</p> <p>Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within a specialist division.</p> <p>Substantial knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of a majority of conceptual duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with mostly different content and a low degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating partly complex content being more of a sensitive nature than not to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems which are more complex than not in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing subprojects with a small number of employees with similar functions.</p> <p>Management support at a low to medium management level with an influence on several Organisational Units for decision-making bodies with a small to medium diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level or a Master's degree (FH) with equal additional knowledge. Complementary technical training.</p> <p>Substantial demands on keeping knowledge up-to-date.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within a specialist division.</p> <p>Substantial knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with substantial room for manoeuvre and with greater freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with mostly different content and a very low degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex being more of a sensitive nature than not to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing sub-projects or smaller full projects with a small number of employees with similar functions.</p> <p>Management support at a medium management level with an influence on several Organisational Units for decision-making bodies with a medium diversity of interests.</p>



## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		501 Group Management														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
5011-04	Requirement profile I															
5012-05	Requirement profile II															
5013-06	Requirement profile III															
Content of function																
Requirement level 4				Requirement level 5						Requirement level 6						
<p>Management of a small area of responsibility in the technical or administrative environment.</p> <p>The tasks and duties are clearly defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Managing a homogeneous group of employees (unskilled and semi-skilled) at operational level with identical functions</li> <li>- Controlling costs</li> <li>- Responsibility for the allocation of tasks within the group in terms of technical and scheduling aspects</li> <li>- As employee/group leader, handling of all assignments in the area of responsibility</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EFZ or EBA level with appropriate knowledge</li> <li>- Leadership skills</li> <li>- In-depth knowledge of the area of responsibility</li> <li>- Considerable knowledge of the processes and procedures in one's own Organisational Unit</li> <li>- Command of one of the official Swiss languages and a good command of English</li> </ul>				<p>Leading an extended area of responsibility in the technical or administrative environment.</p> <p>The tasks and duties are defined by the superior instance. The details are transmitted based on the objective agreements and additional verbal instructions.</p> <p><i>The key tasks and duties are similar to those of Level 4, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Leading a small to medium-sized group of employees with comparable functions</li> <li>- Handling even more demanding tasks in the task area</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 4, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Specialist knowledge in the area of responsibility</li> </ul>						<p>Management of a larger area of responsibility in the technical or administrative environment.</p> <p>The tasks and duties are described by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Leading a medium to large group of employees, some with different functions and an appropriately heterogeneous management structure</li> <li>- Monitoring of costs</li> <li>- Working on similar tasks as in the preliminary stage, and responsibility for a more demanding area of responsibility based on the importance and complexity of the tasks</li> <li>- Contributing to the improvement of processes and procedures</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EBA level</li> <li>- Extensive, specialist knowledge in the area of responsibility</li> <li>- Management practice</li> <li>- Detailed knowledge of the processes and procedures in one's own Organisational Unit</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>						

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 4	Requirement level 5	Requirement level 6
<p><b><u>Knowledge (Education)</u></b> Education at level Swiss VET Diploma (EFZ) or (Swiss) Vocational Certificate (EBA) with the knowledge therein.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within a single area of activity.  Substantial knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of executive duties with some room for manoeuvre and with less freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with with similar content and a high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating simple content with some aspects of a sensitive nature to a group of recipients with low levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with the most basic of arrangements in a small group with participants having the same interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a small to medium number of employees with identical functions at the lowest operational level.</p>	<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Diploma (EFZ).</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within a single area of activity.  Substantial knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of executive duties with some room for manoeuvre and with an elevated freedom to make decisions in part.</p> <p><b><u>Flexibility</u></b> Work on tasks which are mostly similar but with some different content and a high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating simple content with some aspects of a sensitive nature to a group of recipients with lower levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with basic arrangements in a smaller group with participants having similar interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a medium to large number of employees with similar functions at a lower, operational level.</p>	<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Diploma (EFZ). Additional technical or Management/leadership courses.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge mostly within a single area of activity.  High knowledge of processes and procedures mostly within a single Organisational Unit.</p> <p><b><u>Autonomy</u></b> Assumption of mostly executory, some dispositive duties with a partly elevated room for manoeuvre and with an elevated freedom to make decisions in part.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly different content and a high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly simple but sometimes demanding content with some aspects of a sensitive nature to a group of recipients with lower levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Cooperation with basic arrangements in a smaller to larger group with participants having similar interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a larger number of employees with similar functions at a lower, operational level.</p>

## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		502 Unit Management														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
5021-06	Requirement profile I															
5022-07	Requirement profile II															
5023-08	Requirement profile III															
5024-09	Requirement profile IV															
Content of function																
Requirement level 6		Requirement level 7					Requirement level 8					Requirement level 9				
<p>Management of a unit in the technical or administrative environment.</p> <p>The tasks and duties are described by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Manages a small unit of employees with similar functions (specialists)</li> <li>- Budget assurance and cost monitoring</li> <li>- Contributing to the optimisation of the organisation and processes</li> <li>- Managing business cases largely autonomously</li> <li>- Bearing technical responsibility and contact person for the managed subject area</li> <li>- Working in projects with</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Education and training at EBA level</li> <li>- Supplementary vocational or management training</li> <li>- Some specialist knowledge in the managed subject area as well as advanced knowledge of the structures and processes within the institution</li> <li>- Good command of one of the official Swiss languages and a good command of English</li> </ul>		<p>Management of one or more units in the technical or administrative environment.</p> <p>The tasks and duties are described roughly by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 7, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Managing a smaller unit of employees with similar functions</li> <li>- Optimising organization and processes</li> <li>- Managing business matters autonomously</li> <li>- Providing advice to the higher-level body on operational issues</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 6, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Vocational training at the level of the Swiss federal examination (BP)</li> <li>- Supplementary vocational or management training</li> <li>- More in-depth specialist knowledge in the managed subject area</li> </ul>					<p>Management of several units in the technical and administrative environment.</p> <p>The tasks and duties are described very roughly by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Leading a small to medium-sized unit of employees with some different functions (specialists / managers)</li> <li>- Resource management assurance</li> <li>- Optimising the organisation and processes in the subordinate organizational units</li> <li>- Autonomous handling of the most demanding business matters in the subject areas</li> <li>- Developing concepts and ensuring their implementation</li> <li>- Advising the higher-level body on issues relating to the managed subject areas</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at the level of advanced federal examination (HFP) or college of higher education (HF)</li> <li>- Supplementary vocational or management training</li> <li>- Specialist knowledge in the managed specialist areas and a high level of knowledge of the structures and processes within the institution</li> <li>- Good command of one of the official Swiss languages and English</li> </ul>					<p>Management of several different units in the technical and administrative environment.</p> <p>The tasks and duties are set out by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 9, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Leading a medium to large unit of employees with a larger span of control as appropriate</li> <li>- Working on similar tasks as in the preliminary stage, but responsible for more demanding areas in terms of importance and complexity</li> <li>- Assuming specific planning tasks from the portfolio of the superior instance</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 8, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Education at the level of a Swiss university of applied sciences (FH).</li> <li>- Supplementary vocational or management training</li> <li>- In-depth specialist knowledge in the managed subject areas</li> </ul>				

## ETH-Domain: Model descriptions

DESCRIPTION			
Requirement level 6	Requirement level 7	Requirement level 8	Requirement level 9
<p><b><u>Knowledge (Education)</u></b> Education at level of Federal VET Diploma (EFZ). Additional specialist or technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within one specialist area.</p> <p>Elevated knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of duties most of which are dispositive in nature with a partly elevated room for manoeuvre and with an elevated freedom to make decisions in part.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a high degree of familiarity with occasional rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly demanding content with some aspects of a sensitive nature to a group of recipients with lower to medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving more demanding problems in a smaller group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a small number of employees with similar functions at a lower, operational level.</p> <p>( - )</p>	<p><b><u>Knowledge (Education)</u></b> Basic and additional education and training at the level of Swiss federal examination (BP). Additional specialist or technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within one specialist area.</p> <p>Elevated knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of duties most of which are dispositive in nature with an elevated room for manoeuvre and with an elevated freedom to make decisions in part.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a fairly high degree of familiarity with occasional rotations.</p> <p><b><u>Communication skills</u></b> Communicating mostly demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving more demanding problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a smaller number of employees with similar functions at a lower, operational level.</p> <p>Management support at a low management level with an influence on one Organisational Unit for decision-making bodies with a small diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Basic and additional training at the level of advanced federal examination (HFP), college of higher education (HF). Additional specialist or technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within one specialist area.</p> <p>Substantial knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks the majority of which have different content and a fairly high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content with some aspects of a sensitive nature to a group of recipients with medium levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving demanding, at times complex problems in a smaller to larger group with participants the majority of whom have similar points of view but some of whom have different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a small to medium number of employees the majority having similar functions, some having different functions at a lower, operational level.</p> <p>Management support at a low to medium management level with an influence on one Organisational Unit for decision-making bodies with a small diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the level of a Bachelor's degree from a Swiss university of applied science (FH). Additionally in-depth technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge mostly within one specialist area.</p> <p>Substantial knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of dispositive duties with substantial room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with mostly different content and a relatively high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating demanding content being more of a sensitive nature than not to a group of recipients with medium to high levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving demanding, at times complex problems in a smaller to larger group with participants having different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a medium to large number of employees the majority having similar functions, some having different functions at a middle management level.</p> <p>Management support at a low to medium management level with an influence on more than one Organisational Unit for decision-making bodies with a small diversity of interests.</p>

## ETH-Domain: Model descriptions

Area of operation		Support functions														
Function		503 Division Management														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
5031-09	Requirement profile I															
5032-10	Requirement profile II															
5033-11	Requirement profile III															
5034-12	Requirement profile IV															
Content of function																
Requirement level 9		Requirement level 10					Requirement level 11					Requirement level 12				
<p>Management of a small division in the technical or administrative environment.</p> <p>The tasks and duties are set out by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Running a division with a smaller number of specialists</li> <li>- Resource management assurance</li> <li>- Optimising organization and processes</li> <li>- Developing concepts</li> <li>- Managing business matters autonomously</li> <li>- Bearing technical responsibility and contact person for the managed division</li> <li>- Working in projects and/or leading (sub)-projects</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at the level of a Swiss university of applied science (FH)</li> <li>- Vocational or management training</li> <li>- In-depth specialist knowledge of the managed specialist area and substantial knowledge of the structures and processes within the institution</li> <li>- Very good command of one of the official Swiss languages and a very good command of English</li> </ul>		<p>Management of a small to medium sized division in a technical or administrative environment.</p> <p>The tasks and duties are roughly set out by the superior instance. The details are specified in objective agreements.</p> <p><i>The key tasks and duties are similar to those of Level 9, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Leading a division with a smaller heterogeneity with employees from partly different functions (technical specialists)</li> <li>- Independently handles the most demanding business cases in the division</li> <li>- Developing sophisticated concepts and ensuring their implementation</li> <li>- Advising the higher-level body on issues relating to the managed division</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 9, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Education at FH/HS Master's level</li> <li>- Specialist knowledge of the managed division</li> </ul>					<p>Management of a larger division in the technical or administrative environment.</p> <p>The range of duties is only sketched out by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Leading a division with a greater degree of heterogeneity with employees from mostly different functions (technical specialists, experts, team leaders) at middle management level</li> <li>- Resource management assurance</li> <li>- Independently processes difficult business cases in the division with increased complexity</li> <li>- Developing very demanding concepts and the basis for decisions made by higher-level committees</li> <li>- Actively representing the superior instance</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at HS Master's level with extended vocational and management training</li> <li>- In-depth specialist knowledge in the managed specialist area as well as a high level of knowledge of the structures and processes within the institution</li> <li>- Very good command of one of the official Swiss languages and a very good command of English</li> </ul>					<p>Management of a large division in the technical or administrative environment.</p> <p>The range of duties are taken from the operating objectives. The details are to be specified by the individuals.</p> <p><i>The key tasks and duties are similar to those of Level 11, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Leading a division with a greater span of control and heterogeneous structure</li> <li>- Assuming specific planning tasks from the portfolio of the superior instance</li> <li>- Being consulted as an expert in subject-specific questions and for the preparation of strategic decisions</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 11, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Extended and in-depth vocational and management training</li> <li>- Expert knowledge of the division</li> </ul>				

# ETH-Domain: Model descriptions

DESCRIPTION			
Requirement level 9	Requirement level 10	Requirement level 11	Requirement level 12
<p><b><u>Knowledge (Education)</u></b> Education at the level of a Bachelor's degree from a Swiss university of applied science (FH). Additional specialist or technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to substantial practical knowledge mostly within a specialist division.</p> <p>Substantial knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of some conceptual duties with an elevated room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with mostly different content and a relatively high degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating partly complex content being more of a sensitive nature than not to a group of recipients with medium to high levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving demanding, at times complex problems in a smaller to larger group with participants having different interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a small to medium number of employees the majority having different functions at a middle management level.</p> <p>Management support at a low to medium management level with an influence on several Organisational Units for decision-making bodies with a smaller diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH or FH Master level. Additional specialist or technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within a specialist division.</p> <p>Substantial knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of a majority of conceptual duties with substantial room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with different content and a certain degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating partly complex content being more of a sensitive nature than not to a group of recipients with higher levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems which are more complex than not in a larger group with participants some of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a larger number of employees the majority having different functions at a middle management level.</p> <p>Management support at a medium management level with an influence on several Organisational Units for decision-making bodies with a smaller diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH or FH Master level. Additionally advanced technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within a specialist division.</p> <p>High knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of a majority of conceptual duties with substantial room for manoeuvre and with greater freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with different content and a certain degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex being more of a sensitive nature than not to a group of recipients with higher levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems which are more complex than not in a larger to large group with participants some of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a larger number of employees with mostly different functions at a middle management level.</p> <p>Management support at a medium to upper management level with an influence on several Organisational Units for decision-making bodies with a small to medium diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH or FH Master level. Additionally advanced and in-depth technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge mostly within a specialist division.</p> <p>High knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with substantial room for manoeuvre and with greater freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly very different content and a certain degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex being mostly of a sensitive nature to a group of recipients with higher levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a very large group with participants most of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a larger number of employees with mostly different functions at a higher, strategic level.</p> <p>Management support at a medium to upper management level with an influence on all Organisational Units for decision-making bodies with a small to medium diversity of interests.</p>

## ETH-Domain: Model descriptions

Area of operation		Management and staff functions														
Function		601 Experts														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6011-11	Requirement profile I															
6012-12	Requirement profile II															
6013-13	Requirement profile III															
6014-14	Requirement profile IV															
Content of function																
Requirement level 11		Requirement level 12					Requirement level 13					Requirement level 14				
<p>Role as experienced expert in the administrative or technical environment.</p> <p>The range of duties is only sketched out by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Serving as an expert for the line. The contact person for the area in question</li> <li>- Only analyses roughly described problems by processing and checking information and data (e.g. basic information on financial, planning and organisational issues)</li> <li>- Making investments and bearing responsibility for the purchases made</li> <li>- Producing more complex reports, statistics and expertise</li> <li>- Leading difficult negotiations</li> <li>- Serving on national and international committees</li> <li>- Leading projects or develops programmes with an interdisciplinary character</li> <li>- Supporting the higher-level decision-making bodies in selected strategic tasks</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at HS Master's level with additional vocational training</li> <li>- In-depth specialist knowledge of the department as well as a high level of knowledge of structures and processes across several institutions</li> <li>- Very good command of one of the official Swiss languages and a very good command of English</li> </ul>		<p>Role as very experienced expert in the administrative or technical environment.</p> <p>The range of duties are taken from the operating objectives. The details are to be specified by the individuals.</p> <p><i>The key tasks and duties are similar to those of Level 11, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Advising the decision-making bodies as an expert known throughout the institution and supporting them in strategic tasks</li> <li>- Representing the own department in interdisciplinary questions as a member of departmental project groups</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 11, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Proven expert knowledge of the department as well as a high level of knowledge of structures and processes across several institutions.</li> </ul>					<p>Role as experienced senior expert in an administrative or technical environment.</p> <p>The range of duties and goals are taken from the sub-strategies. The details are to be specified by the individuals.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Functions for the line as an area-wide recognized expert authority and is the central know-how instance and contact person for the managed areas</li> <li>- Creating complex reports, statistics and expert opinions based on internal and external information (knows the interrelationships across the division)</li> <li>- Assuming a leading role in national and international committees</li> <li>- Leading very difficult negotiations in a political context</li> <li>- Managing projects across divisions and coordinates corresponding programmes</li> <li>- Supporting the highest decision-making bodies in developing the strategic direction of the ETH-Domain</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at HS Master's level with supplementary and in-depth specialist vocational training</li> <li>- Proven expertise of the department and a high level of knowledge of structures and processes across the entire ETH-Domain</li> <li>- Very good command of one of the official Swiss languages and a very good command of English and a second Swiss official language</li> </ul>					<p>Role as very experienced senior expert in an administrative or technical environment.</p> <p>The range of duties and goals are taken from the strategy. The details are to be specified by the individuals.</p> <p><i>The key tasks and duties are similar to those of Level 13, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Advising on all decision-making bodies as a specialist authority and providing the highest bodies with significant support in the development of the divisional strategy</li> <li>- Producing highly complex analyses and reports in an area-wide context</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 13, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Proven expert knowledge in several departments and a high level of knowledge of structures and processes across the entire ETH-Domain.</li> </ul>				

# ETH-Domain: Model descriptions

DESCRIPTION			
Requirement level 11	Requirement level 12	Requirement level 13	Requirement level 14
<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level. Additional technical training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge mostly within a specialist division.</p> <p>Elevated knowledge of processes and procedures across several institutions.</p> <p><b><u>Autonomy</u></b> Assumption of a majority of conceptual duties with substantial room for manoeuvre and with greater freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly very different content and a certain degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex being more of a sensitive nature than not to a group of recipients with higher levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems which are more complex than not in a large group with participants some of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing smaller full projects including responsibility for outcomes and budget with a larger number of employees with most having similar functions but some having different functions</p> <p>Management support at a high management level with an influence on several Organisational Units for decision-making bodies with a medium diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level. Additional technical training.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge mostly within a specialist division.</p> <p>Substantial knowledge of processes and procedures across several institutions.</p> <p><b><u>Autonomy</u></b> Assumption of a majority of conceptual duties with substantial room for manoeuvre and with greater to partly great freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly very different content and a certain degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex being more of a sensitive nature than not to a group of recipients with a high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a very large group with participants most of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing larger projects including responsibility for outcome and budget with a larger number of employees with most having similar functions but some having different functions</p> <p>Management support at a high to highest management level with an influence on all Organisational Units for decision-making bodies with a wide diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level. Additionally complementary and in-depth technical training.</p> <p><b><u>Practical knowledge / skills</u></b> High to very high practical knowledge mostly within a specialist division.</p> <p>Substantial knowledge of processes and procedures across the hole ETH-Domain.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with high room for manoeuvre and with greater to partly great freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly very different content and a low degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating complex content being mostly of a sensitive nature to a group of recipients with a high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving very complex problems in a very large group with participants having conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing larger projects including responsibility for outcome and budget with a larger number of employees some with similar functions but the majority having different functions.</p> <p>Management support at the highest management level with an influence on all Organisational Units for decision-making bodies with a wide diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level. Additionally complementary and in-depth technical training.</p> <p><b><u>Practical knowledge / skills</u></b> Very high practical knowledge mostly within a specialist division.</p> <p>High knowledge of processes and procedures across the hole ETH-Domain.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with high room for manoeuvre and with a great deal of freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with very different content and a low degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating complex content being mostly of a sensitive nature to a group of recipients with very high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving very complex problems in a very large group with participants having extremely conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing major projects including responsibility for outcome and budget with a larger number of employees with mostly different functions.</p> <p>Management support at the highest management level with an influence on all Organisational Units for decision-making bodies with a very wide diversity of interests.</p>



## ETH-Domain: Model descriptions

Area of operation		Management and staff functions														
Function		602 Management Functions														
Requirement level		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6021-11	Requirement profile I															
6022-12	Requirement profile II															
6023-13	Requirement profile III															
6024-14	Requirement profile IV															
Content of function																
Requirement level 11		Requirement level 12					Requirement level 13					Requirement level 14				
<p>Managing a larger homogeneous or smaller heterogeneous unit with strategic responsibility. The range of duties is only sketched out by the superior instance. The details are specified in objective agreements.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Leading a unit with employees from different functions (technical specialists, experts) at the senior management level</li> <li>- Optimising current tools and processes in relation to future challenges</li> <li>- Bearing responsibility for strategic orientation of one's own unit</li> <li>- Representing the institution in certain national and international bodies</li> <li>- Developing very demanding concepts and the basis for decisions made by higher-level committees</li> <li>- Actively representing the superior instance</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at HS Master's level with extended vocational and management training</li> <li>- Some expert knowledge in the managed specialist area as well as a high level of knowledge of the structures and processes within the institution</li> <li>- Very good command of one of the official Swiss languages and a very good command of English</li> </ul>		<p>Managing a larger heterogeneous unit with strategic responsibility.</p> <p>The range of duties are taken from the operating objectives of the institute. The details are to be specified by the individuals.</p> <p><i>The key tasks and duties are similar to those of Level 11, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Leading a unit with employees from different functions, the majority of whom are proven experts</li> <li>- Proactively supporting higher-level committees in subject-specific and some political questions of principle</li> <li>- Developing and implementing tools and processes of strategic importance</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 11, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Extended and in-depth vocational and management training</li> <li>- Expert knowledge of the department</li> </ul>					<p>Management of several units, some heterogeneous with strategic responsibility.</p> <p>The range of duties and goals are taken from the sub-strategies. The details are to be specified by the individuals.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Manages a unit with several groups of employees from a wide variety of functions (departmental management, technical specialists, proven experts) at top management level</li> <li>- Anticipates future challenges, designing the appropriate instruments and processes and implementing them</li> <li>- Bearing joint responsibility for the strategic orientation of the institution</li> <li>- Representing the institution in various national and international bodies</li> <li>- Proactively supporting higher-level committees in subject-specific and political questions of principle</li> <li>- Actively representing the superior instance</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at HS Master's level with supplementary vocational and management training</li> <li>- Proven expert knowledge in the field as well as a high level of knowledge of structures and processes across the entire ETH -Domain.</li> <li>- Very good command of one of the official Swiss languages and a very good command of second Swiss official language</li> </ul>					<p>Management of several, sometimes larger, heterogeneous units with strategic responsibility.</p> <p>The range of duties and goals are taken from the strategy. The details are to be specified by the individuals.</p> <p><i>The key tasks and duties are similar to those of Level 13, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Developing strategies for top management</li> <li>- Representing the institution</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 13, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Proven expert knowledge in several departments and a high level of knowledge of structures and processes across the entire ETH- Domain</li> </ul>				

## ETH-Domain: Model descriptions

DESCRIPTION			
Requirement level 11	Requirement level 12	Requirement level 13	Requirement level 14
<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level. Additional specialist or technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> Substantial practical knowledge mostly within a specialist division.</p> <p>High knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of a majority of conceptual duties with substantial room for manoeuvre and with an elevated freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly very different content and a certain degree of familiarity with frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex being more of a sensitive nature than not to a group of recipients with higher levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving problems which are more complex than not in a larger to large group with participants some of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a larger number of employees with mostly different functions at a middle management level.</p> <p>Management support at a medium to upper management level with an influence on several Organisational Units for decision-making bodies with a medium diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level. Additionally complementary technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge mostly within a specialist division.</p> <p>High knowledge of processes and procedures mostly within one institution.</p> <p><b><u>Autonomy</u></b> Assumption of a majority of conceptual duties with substantial room for manoeuvre and with greater freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly very different content and a certain degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex being mostly of a sensitive nature to a group of recipients with higher levels of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving complex problems in a very large group with participants most of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a larger number of employees with different functions at a higher, strategic level.</p> <p>Management support at a high management level with an influence on all Organisational Units for decision-making bodies with a greater diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level. Additionally advanced technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge across several specialist divisions.</p> <p>High knowledge of processes and procedures across several institutions.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with substantial room for manoeuvre and with greater to partly great freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly very different content and a low degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex being mostly of a sensitive nature to a group of recipients with a high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving very complex problems in a very large group with participants most of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a larger to large number of employees with a large variety of different functions at a higher, strategic level.</p> <p>Management support at a high to highest management level with an influence on all Organisational Units for decision-making bodies with a wide diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level. Additionally advanced and in-depth technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge across several specialist divisions.</p> <p>High knowledge of processes and procedures across several institutions.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with high room for manoeuvre and with a great deal of freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with very different content and a low degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating complex content being mostly of a sensitive nature to a group of recipients with very high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving very complex problems in a very large group with participants having conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a large number of employees with the greatest variety of different functions at a higher, strategic level.</p> <p>Management support at the highest management level with an influence on all Organisational Units for decision-making bodies with a wide diversity of interests.</p>

## ETH-Domain: Model descriptions

<b>Area of operation</b>		<b>Management and staff functions</b>														
<b>Function</b>		<b>603 Management Functions with several Divisions</b>														
<b>Requirement level</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>6031-13</b>	<b>Requirement profile I</b>															
<b>6032-14</b>	<b>Requirement profile II</b>															
<b>6033-15</b>	<b>Requirement profile III</b>															
<b>Content of function</b>																
<b>Requirement level 13</b>		<b>Requirement level 14</b>					<b>Requirement level 15</b>									
<p>Management of several larger divisions with overall strategic responsibility. The range of duties and goals are taken from the sub-strategies. The details are to be specified by the individuals.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Managing a unit with several groups of employees from different functions (divisional or team leaders, technical specialists, selected experts) at top management level</li> <li>- Anticipates future challenges, designing the appropriate instruments and processes and implementing them</li> <li>- Bearing joint responsibility for the strategic orientation of the institution</li> <li>- Representing the institution in various national and international bodies</li> <li>- Proactively supporting higher-level committees in subject-specific and political questions of principle</li> <li>- Member of the Management Board</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at HS Master's level with appropriate vocational and management training</li> <li>- usually a dissertation</li> <li>- Expert knowledge in several divisions and a high level of knowledge of structures and processes across the entire ETH-Domain</li> <li>- Very good command of one of the official Swiss languages and a very good command of English and a very good command of second Swiss official language</li> </ul>		<p>Management of several large divisions with overall strategic responsibility. The range of duties and goals are taken from the strategy. The details are to be specified by the individuals.</p> <p><i>The key tasks and duties are similar to those of Level 13, in addition to:</i></p> <ul style="list-style-type: none"> <li>- Representing the institution</li> <li>- Developing strategies for top management</li> </ul> <p><i>Education and training and knowledge is the same as for Requirement level 13, but in addition:</i></p> <ul style="list-style-type: none"> <li>- Training at HS Master's level with supplementary vocational and management training</li> <li>- Proven expert knowledge in several specialist areas</li> </ul>					<p>Management of the institution or the entire ETH-Domain with corresponding responsibility The range of tasks includes the definition of strategy and goals for all subordinate units.</p> <p><i>Key tasks and duties:</i></p> <ul style="list-style-type: none"> <li>- Manages the institution or ETH-Board</li> <li>- Responsible for the strategic orientation and full use of resources</li> <li>- Representing Switzerland as a centre of research</li> <li>- Representing the institution or ETH before political bodies</li> </ul> <p><i>Knowledge and education and training:</i></p> <ul style="list-style-type: none"> <li>- Training at HS Master's level with supplementary and in-depth vocational and management training</li> <li>- usually a dissertation</li> <li>- Proven expert knowledge in several divisions as well as a very high level of knowledge of structures and processes across the entire ETH-Domain</li> <li>- Very good command of one of the official Swiss languages and a very good command of English and a second Swiss official language</li> </ul>									

## ETH-Domain: Model descriptions

DESCRIPTION		
Requirement level 13	Requirement level 14	Requirement level 15
<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level. Additional specialist or technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> Elevated to high practical knowledge across several specialist divisions.  Substantial knowledge of processes and procedures across several institutions.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with high room for manoeuvre and with greater to partly great freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with partly very different content and a low degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating content the majority of which is complex being mostly of a sensitive nature to a group of recipients with a high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving very complex problems in a very large group with participants most of whom have conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a larger to large number of employees with a large variety of different functions at a higher, strategic level.  Management support at the highest management level with an influence on all Organisational Units for decision-making bodies with a greater diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level. Additionally advanced technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> High practical knowledge across several specialist divisions.  High knowledge of processes and procedures across several institutions.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with high room for manoeuvre and with a great deal of freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with very different content and a low degree of familiarity with frequent to very frequent rotations.</p> <p><b><u>Communication skills</u></b> Communicating complex content being mostly of a sensitive nature to a group of recipients with very high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving very complex problems in a very large group with participants having conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a large number of employees with the greatest variety of different functions at a higher, strategic level.  Management support at the highest management level with an influence on all Organisational Units for decision-making bodies with a wide diversity of interests.</p>	<p><b><u>Knowledge (Education)</u></b> Education at the university / ETH Master level. Additionally advanced and in-depth technical or Management/leadership training.</p> <p><b><u>Practical knowledge / skills</u></b> Very high practical knowledge across several specialist divisions.  Very high knowledge of processes and procedures across several institutions.</p> <p><b><u>Autonomy</u></b> Assumption of conceptual duties with very high room for manoeuvre and with a very great deal of freedom to make decisions.</p> <p><b><u>Flexibility</u></b> Work on tasks with very different content and a very low degree of familiarity with very frequent to permanent rotations.</p> <p><b><u>Communication skills</u></b> Communicating very complex content being mostly of a sensitive nature to a group of recipients with very high level of diversity.</p> <p><b><u>Cooperation and Teamwork</u></b> Solving very complex problems in a very large group with participants having extremely conflicting interests and points of view.</p> <p><b><u>Management competence</u></b> Managing a large number of employees with the greatest variety of different functions at the highest strategic level.  Management support at the highest management level with an influence on all Organisational Units for decision-making bodies with a very wide diversity of interests.</p>