

Mapping of University of Southampton Posts to HESA Activity Codes

http://www.hesa.ac.uk/dox/datacoll/staff_general/OCM.pdf

Post	Activity Code	Description	Notes
Dept Head (non-academic dept)	1	Non-academic posts containing the words 'Manager, Head of, Director' that belong to Professional Services	Code 1 is primarily for non academic departments.
Director (non academic)	1		Prefix to Director/Manager such as Deputy, Assistant, etc, should still be coded 1.
Director (non-academic dept)	1		
Manager (Prof Services only)	1		Some senior non academic posts should be coded 2B instead, eg University Secretary, Head of Administration.
Chef/Cook	5	Chefs, Gardeners, Electrical & Construction Trades, Mechanical Fitters & Printers	
Computer Maintenance Engineer, Computer Service Engineer, and Computer Service Technician	5		
Gardener	5		
Grounds/Horticultural Technician	5		
Mechanical Fitter/Maintenance Technician	5		
Plumber, Electrician, Carpenter, Builder, Joiner, Painter, Craftsman, Tradesman	5		
Printing Technician, Printer, Bookbinder, Compositor	5		
Pumbing/Heating/Ventilation Technicians	5		
Caretaker/Housekeeper	6	Caretakers, Wardens, Sport & Leisure Attendants, Nursery & Care Occupations	
Clinical assistant	6		
First Aid attendant	6		
Nursery Assistant/Officer/Leader	6		
Site Supervisor	6		
Sports Facilities Attendant, Recreation Assistant/Supervisor	6		
Support Worker	6		
Wardens	6		
Cash Office assistant	7	Sales Occupations	
Customer services assistant	7		
Retails/Shop assistant/supervisor	7		
Driver	8	Drivers, Maintenance Officers & Plant Attendants	
Laboratory Assistant	8		
Maintenance/Buildings Supervisors and Foremen	8		
Bar person	9	Cleaners, Catering Assistants, Security Officers, Porters & Maintenance workers	
Car Park Attendant	9		
Catering assistant	9		
Cleaner	9		
Domestic assistant	9		
Food Service Supervisor/Assistant	9		
handyman, labourer, estate worker and maintenance worker	9		
Kitchen Assistant/Porter	9		
Labourer/Handyman	9		
Mailroom assistant	9		
Maintenance Assistant	9		
Porter	9		
Reprographics/ Printing Assistant	9		
Security Officer/Supervisor/Assistant/Guard	9		
Storeman	9		
Waiter/Waitress	9		
Dean	2A	Academic Professional - responsible for planning, directing and undertaking academic teaching & research. Belong to a academic school	Head of Division in Academic Faculty, but job family is not ERE; select activity relevant to role, eg if MSA, code as 2B.
Demonstrator	2A		
Director (academic school)	2A		
Head of School	2A		
Lecturer/Clinical Lecturer	2A		
Professor	2A		
Psychologist	2A		
Reader	2A		
Research Assistant	2A		
Research Associate	2A		
Research Fellow/Clinical Research Fellow	2A		
Research Nurse	2A		
Senior Lecturer/Clinical Senior Lecturer	2A		
Teaching Assistants	2A		
Teaching Fellow	2A		
Tutor	2A		
VC	2A		
Academic Manager	2B		Managers in academic schools may be included here.
Course/programme administrator	2B		
Examination Manager	2B		
Board/Committee/Governor Secretary	2B		
Business Analyst	2B		

Chief Executive Officer	2B	Non-Academic Professionals - responsible for co-ordinating the administrative work of the University	Level 4 or above
Clinical Practitioners (do not undertake teaching/research)	2B		
Computer Programmer/Analyst	2B		
International Officer	2B		
IT Consultants/Analysts/Programmers	2B		
Librarian	2B		
Qualified Accountant	2B		
Registrar	2B		
School Manager	2B		
Senior Administrators	2B		
Senior Professional Specialist	2B		
Software Engineer	2B		
Surveyors	2B		
Systems Programmer/Analyst	2B		
University Secretary	2B		
Web Developer	2B		
Building Services Technicians/Engineers	3A	Laboratory, Engineering, Building, IT & Medical Technicians (inc. Nurses)	
Computing Operator/Technician/Officer	3A		
Database and Information Manager	3A		
Engineering Technicians/Assistants	3A		
IT Helpdesk Assistant/Officer	3A		
Nurse/Midwife	3A		
Technician, Technical Officer/Assistant	3A	Student Welfare Advisors & Assistants, Careers Advisors, Vocational training instructors, Personnel & Planning Officers	
Accommodation Officer	3B		
Careers Advisor	3B		
Counsellor/Welfare officer	3B		
Employability Coordinator	3B		
HR Assistant/Advisor	3B		
Planning officer	3B		
Planning Officer	3B		
Safety Officer	3B		
Staff Development Officer	3B		
Student Placement advisor	3B		
Student Services Assistant	3B		
Training Officer/Co-ordinator	3B		
Audio/Visual Media Technicians	3C	Artistic, Media, Public Relations, Marketing & Sport Instructors	
Editor	3C		
Events/Conference Co-ordinator/Assistant	3C		
Fitness/Sports Attendant/Consultant	3C		
Graphic Designer	3C		
Marketing officer	3C		
Musician/Performer/Artist	3C		
Photographer	3C		
Press/PR officer	3C		
Procurement/Purchasing/Sales Officer	3C		
Producer	3C		
Publications Assistant/Officer	3C		
Sports/Aerobics Instructor	3C		
Translator	3C		
Accounts Clerk	4A	Library assistants, Clerks and general Admin Assistants	Administrators coded 4A tend to be more junior than those returned as activity code 2B. If unsure, refer to level - if 4 or above, treat as senior, eg 2B.
Administrator/Admin Officer/Assistant	4A		
Admissions Officer	4A		
Clerical assistant	4A		
Computing/database assistant	4A		
Data entry clerk	4A		
Finance Officer/Administrator/Assistant	4A		
Finance/Payroll Assistant	4A		
Library Assistant	4A		
Marketing Assistant	4A		
Unqualified accountant	4A		
Personal Assistant	4B	Secretaries, Typists, Receptionists & Telephonists	
Secretary/Typist/Receptionist/Telephonist	4B		
Switchboard operator	4B		