### **Administrative work**

**Performance and skills**  
**This is assessed on the basis of the ability to:**

* initiate, establish support for and skillfully implement tasks based on set objectives;
* complete tasks according to schedule and deliver the right amount and quality;
* interact professionally with colleagues and provide good-quality support based on the needs of the organisation and any client;
* develop personal competence based on the organisation’s needs and objectives.

**Contribution to operational development**  
**This is assessed on the basis of the ability to:**

* demonstrate an ability to think in new ways and actively take part in change and improvement efforts that benefit the organisation;
* look and ask for new tasks and challenges that benefit the organisation;
* share knowledge and experience with colleagues;
* develop collaboration efforts within SLU and with external partners based on SLU’s vision and goals.