

Professional Skills Matrix

Competency	Essex Graduate	Skill	Skill Level	Evidence	
Professional	Literacy, Communication, Language Skills	Express information effectively to technical and non-technical audiences	Expert	Over the past 24 years, I have consistently communicated complex IT solutions to technical teams and non-technical stakeholders, ensuring clarity and understanding at all levels.	
		Create documents to aid your communication (reports, diagrams, legal descriptions, plans, manuals and charts)	Expert	Over the past 24 years, I have developed detailed reports, manuals, and diagrams to document IT processes. These have facilitated training and ensured consistency in operations in the organisation I worked with.	
	Commercial Awareness	Keep current with tools of the industry, as well as emerging technology	Expert	Over the past 24 years, I have regularly updated my skill set with the latest industry tools and emerging technologies to ensure the IT infrastructure remained cutting-edge.	
		Seek opportunities to improve and share knowledge of tools and technology that may improve productivity	Expert	Over the past 24 years, I have proactively sought opportunities to enhance productivity by sharing knowledge of new tools and technologies with team members during team meetings and training sessions.	
		Participate in scientific and professional organisations	Expert	Over the past 24 years, I have engaged in professional organisations and industry conferences to stay informed about the latest trends and advancements in IT.	
		Emphasise quality, customer satisfaction and fair application of policies.	Expert	Over the past 24 years, I have prioritised quality and customer satisfaction in all IT support activities, ensuring fair application of company policies.	
		Demonstrate familiarity with codes of conduct for the Computing field.	Expert	Over the past 24 years, I have adhered to industry codes of conduct and best practices, ensuring ethical standards were maintained in all IT operations.	
	Subject understanding, research, critical thinking, time management	Critically analyse complex ideas in concepts in the field of Computer Science	Expert	Over 24 years, I have critically evaluated complex IT infrastructure concepts to implement efficient and effective technology solutions.	
		Recognise inconsistencies and gaps in information, and search for additional information when needed...	Expert	Over the past 24 years, I have identified inconsistencies and gaps in system information and conducted thorough research to gather the necessary data for resolution.	
		Explore complex real-world problems in a Computing context	Expert	Over the past 24 years, I have explored and resolved complex real-world IT problems, applying technical knowledge to deliver practical solutions.	
Legal and Ethical	Ethical Awareness	Comply with the letter and spirit of applicable laws	Expert	Over the past 24 years, I have ensured compliance with all applicable laws and regulations in IT operations, maintaining legal and ethical standards.	
		Maintain privacy and confidentiality of company, co-worker and customer information	Expert	Over the past 24 years, I have maintained strict confidentiality of all company, co-worker, and customer information in line with privacy policies.	
Social (inc. Teamwork)	Cultural Awareness	Act in the best interest of the community at large - Social (Community) Responsibility	Expert	Over the past 24 years, I have acted in the community's best interest by implementing IT solutions that positively impacted local businesses and residents.	
		Teamwork, Leadership and Resilience, Time Management	Collaborate effectively in diverse teams to achieve team goals	Expert	Over the past 24 years, I have collaborated with diverse teams to achieve common IT project goals, leveraging each member's strengths.
			Meeting team objectives using teamwork skills	Expert	Over the past 24 years, I have used strong teamwork skills to meet and exceed team objectives in various IT projects.
	Creativity, Entrepreneurial, Problem solving, Initiative, Decision Making	Demonstrate skills in leadership and team building	Expert	Over the past 24 years, I have demonstrated leadership and team-building skills by successfully managing and guiding IT teams to achieve project success.	
Give and receive constructive feedback		Expert	Over the past 24 years, I have regularly provided and received constructive feedback to and from team members, fostering a culture of continuous improvement.		
Technical (Data Science)	IT and Digital, Numeracy	Technical skills relevant to your degree programme:	Proficient	Over the past 6 years, I have gained proficiency in various programming languages and technologies, including Python, SQL, HTML, CSS, and C++	
		SQL for database querying	Proficient	Over the past 5 years, I have used SQL for efficient database querying and data management.	
		Python Programming	Proficient	Over the past 4 years, I have applied Python programming skills to develop automation scripts and data analysis tools.	
		Java	Trained	I possess a certification in Java and a foundational understanding of the language.	
		Python	Trained	Over the past 4 years, I have acquired multiple Python certifications and used them to create basic automated tasks.	
		noSQL	Trained	Over the past 4 years, I managed NoSQL databases to handle large-scale unstructured data on my server's databases.	
		Scripting Language (Python)	Trained	Over the past 4 years, I have leveraged Python scripting to automate repetitive IT tasks.	
		Statistical Language (R)	Aware	I am aware of the statistical language (R) as a concept, but I have never used or interacted with it.	
		Gits - repository development and maintenance	Expert	Over the past 2 years, I have managed Git repositories for both my ePortfolio and collaborative development.	
		Use of conferencing technologies and Moodle (VLE)	Expert	In the past two years, I have used conferencing technologies and Moodle (VLE), including Codio, Zoom, and Moodle, to facilitate remote collaboration, coding training, and learning. The resources I have used for my studies include module resources, Module Wiki, assignment feedback, Turnitin Sandbox, discussion forums, and direct access to module content. Also, I have accessed my grades on the VLE and asked for help from the Study Skills Hub.	
Subject Application	Global Citizen, Teamwork, Leadership, Emotional Intelligence	Take into account other people's perspectives	Expert	Over the past 24 years, I have considered diverse perspectives when developing IT solutions, ensuring inclusivity and effectiveness.	
		Work constructively with differences in viewpoints	Expert	Over the past 24 years, I have worked constructively with team members' differing viewpoints to achieve the best outcomes.	
		Actively participate in a range of community activities as an informed citizen	Expert	Over the past 24 years, I have actively engaged in community activities, leveraging IT expertise to contribute as an informed citizen.	
Decision Making, Initiative, Emotional Intelligence, Ethical Awareness	Develop, articulate and clarify your personal values and ethics	Proficient	Over the past 24 years, I have developed and articulated personal values and ethics, aligning them with professional conduct and responsibilities. However, after learning throughout this course, I recognise that there is still room for improvement.		

Skill Level Key

- Aware** General understanding and basic knowledge
- Trained** Able to apply knowledge, able to work independently under certain conditions
- Proficient** Broad and in-depth knowledge, able to work independently with very little supervision
- Expert** Seen as a subject matter expert, able to lead and train others.



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