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| **Instructions:** Please complete in soft copy. Note, **all** sections are mandatory - unless specified otherwise. Further instruction on completing this from is specified in the body of the form in this font. |
| **College | Management Unit** |   |
| **School | Unit** |       |
| **Post Title & Subject Area** *(if relevant)* |       |
| **Post Duration** |  |
| **Grade** | Senior Administrative Officer I |
| **Job Family and Career Level** | [INSERT JOB FAMILY] – Career Level 9 |
| **Job Sizing Reference N⁰** |  |
| **Line Manager** |       |
| **Competition Ref. N⁰** | *Completed by HR*       |
| **HR Administrator** | *Completed by HR* |
| **Relocation Expenses** | *Please delete if not relevant* |
| **Garda Vetting** | *Please delete if not relevant* |
| Position Summary:Please describe the nature and purpose of the post (approx 100 – 150 words) |
|   **Principal Duties and Responsibilities:***
*
*

**Particular to this position:**Please note this section is optional. Examples include, Details of set hours, peak periods, dress code or job-sharing conditions etc. |
| **Salary: € - €** *Completed by HR*Appointment will be made on scale and in accordance with the Department of Finance guidelines.Details on eligibility to compete and pension information is available at<https://www.ucd.ie/hr/resourcing/eligibilitytocompete/>UCD is committed to creating an inclusive environment where diversity is celebrated and everyone is afforded equality of opportunity. We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy.  Learn more about Diversity at <https://www.ucd.ie/workatucd/diversity/>Reasonable accommodations will be provided to any applicant during the interview process who discloses they have a disability or are neurodiverse. |
| **Selection Criteria**UCD has a Job Families Framework and this role is part of the [INSERT JOB FAMILY NAME] Job Family and aligns with Career Level 9. Further details on the functional and core competencies outlined in the Job Families Framework are available at <https://www.ucd.ie/hr/promotionsgrading/jobfamilies/>  |
| Mandatory: |
| **Experience and Qualifications**Please insert the specific qualification and years of experience approved for the chosen Job Family and this career level. The full list of experience level and qualifications for the chosen job family and career level can be found on the [**Job Families Manager Support page**](https://www.ucd.ie/hr/promotionsgrading/jobfamilies/jobfamilies-managersupportsnew/)via the quick links provided.Additional/ role specific criteria can be added here as required if not already covered by one of the competencies listed below.**Functional Competencies**To choose the right Job Family for your role and access individual Functional Competencies – please view the new[**Job Families Manager Support page**](https://www.ucd.ie/hr/promotionsgrading/jobfamilies/jobfamilies-managersupportsnew/)on our website.You may include any competencies from the list of functional competencies in the chosen family that are relevant to your role and tailor the wording as desired to cover the specifics of this role. **Core Competencies**You should choose at least 4-5 competencies from the list below. At this career level, these competencies typically should apply but you can delete one if it is not applicable to your role. You can tailor the competency explanation to include the specifics of the role. * **Managing Change:** Fosters an environment of innovation and change. Ensures appropriate stakeholder involvement and engagement in change programmes/projects. Ensures change is aligned with UCD’s core Values.
* **Managing People**  Ability to align the right work with the right people, delegate tasks according to people’s strengths and interests and ensure people have the skills and reasonable resources to get things done.
* **Working Strategically**: Ability to develop a vision for the School/Unit/College/University, translate this vision into action and communicate UCD’s vision in ways that gain support of others.
* **Leading People**: Abilityto Influence others in a positive way, align and build effective teams both within School/Unit/College and across UCD and to work effectively with senior management and with the University’s academic and business communities.
* **Managing Stakeholders**: Capability to understand the importance of stakeholder engagement, to respond to stakeholder needs, manage expectations and develop and maintain strong working relationships with internal and external stakeholders.
* **Organisational Awareness:** Demonstrates an understanding of UCD in its entirety, including governance structures and regulations and demonstrates an understanding of the Higher Education Landscape in which UCD operates.
* **Communicating Effectively:** Engages in written and oral communication that is clear, unambiguous, transparent, and consistent with UCD’s Values and conveys and shares information and ideas with others, listens carefully, clarifies understanding and considers different viewpoints.

**Mandatory Criteria as part of the UCD Equality, Diversity and Inclusion Agenda**You must select and include the appropriate criterion for the role under the mandatory section of the Job Description.  For further information and details of the “equivalent levels” of Faculty and other staff, please contact your Resourcing Consultant.

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| Criteria for senior roles - UMT plus direct reports and SAOII or equivalent levels of Faculty and other staff |

* Candidates must show evidence of leadership in and/or demonstrated commitment to gender equality and the broader equality, diversity and inclusion agenda.
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| Desirable: |
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*
*
* etc.
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| **Supplementary information:**Unless otherwise specified, URLs to the relevant home page(s) will be inserted by HR. |
| The University: | <https://www.ucd.ie/> |
| UCD Strategy 2020-2024: Rising to the Future | <https://strategy.ucd.ie/> |
| The College/Management Unit: |  |
| The School/Programme Office/Unit: |  |
| Equality Diversity and Inclusion at UCD | https://www.ucd.ie/workatucd/diversity/ |
| **Informal Enquiries ONLY to:**Please note this section is optional. Applications will be addressed to an assigned HR administrator.

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| Name: |       |
| Title: |       |
| Email address: |       |
| Telephone: |       |

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