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| **Instructions:** Please complete in soft copy. Note, **all** sections are mandatory - unless specified otherwise.  Further instruction on completing this form 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** | [REMOVE AS APPROPRIATE TO LEAVE YOUR PREFERRED GRADE] Senior Executive Assistant/ Senior Library Assistant / Services Supervisor |
| **Job Family and Career Level** | [INSERT JOB FAMILY] – Career Level 2 |
| **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 2. 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 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 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.   * **Communicating Effectively:** Ability to engage in written and oral communication that is clear, unambiguous, transparent, and consistent with UCD’s Values, to convey and share information and ideas with others, listen carefully, clarify understanding and consider different viewpoints. * **Taking Initiative:** Ability to make suggestions for improvements in own work area and acts early to address and resolve problems and find solutions. * **Service Focus and Innovation:** Ability to understand and anticipate customer needs, acting to provide a high-quality product and service to meet expectations of all internal and external stakeholders. * **Planning & Organisation:** Ability to plan and organise own work effectively, set clear priorities and ensure deadlines are met and to organise activities, separate and combine tasks to deliver outputs according to a clear timeframe to realise School/Unit/College/University objectives. * **Organisational Awareness:** Ability to demonstrate an understanding of UCD in its entirety, including governance structures and regulations. * **Managing Change:** Ability to take a positive approach to tackling work and embraces change and invites feedback relating to performance and deals constructively with it. * **Building Relationships:**  Ability to build effective working relationships within own are a and more broadly, to encourage cooperation and collaboration in others and foster partnerships to achieve results. * **Project Management**  Ability to ensure project or programme goals, purpose, and criteria for success are clearly defined at the outset, to clarify related roles and responsibilities, deliverables, milestones and to build a detailed project plan and to carefully monitor progress against it. * **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. | |
| Desirable: | |
| * 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 2030: Breaking Boundaries | <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.   |  |  | | --- | --- | | Name: |  | | Title: |  | | Email address: |  | | Telephone: |  | |  | | | |