

Please find below a list of the required competencies relating to the Administrative Promotion from Admin II (Grade 6a) to Admin I (Grade 7) and the main factors associated.

## 1. Leadership

- Actively contributes to the development of the strategies and policies of the Department/ University
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole
- Considers the effectiveness of outcomes in terms wider than own immediate area
- Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to exploit new and innovative service delivery channels

## 2. Analysis & Decision Making

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Makes clear, timely and well-grounded decisions on important issues
- Considers the wider implications of decisions
- Takes a firm position on issues s/he considers important

## 3. Management & Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient service is central to the work of the Department/ Unit
- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

#### 4. Interpersonal & Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across Departments/ Units
- Maintains poise and control when working to influence others
- Instils a strong focus on service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with the wider University Community

#### 5. Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of the team and how they fit into the work of the unit and Department/ Organisation
- Has extensive knowledge of Departmental and University issues and is sensitive to wider political and organisational priorities
- Is considered an expert by the University Community in own field/ area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

#### 6. Drive and commitment to the values of University College Cork

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures members of the wider University Community are at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity