

Please find below a list of the required competencies relating to the Administrative Promotion from Admin V (Grade 5) to Admin III (Grade 6) and the main factors associated.

## 1. Leadership Potential

- Positively contributes to the implementation of change, is flexible and willing to adapt
- Contributes to the development of policies in own area and the broader Department/ Organisation
- Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way
- Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
- Formulates a perspective on issues considered important and actively contributes across a range of settings

## 2. Analysis & Decision Making

- Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach
- Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)
- Uses numerical data skilfully to understand and evaluate business issues
- Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions
- Sees the logical implications of taking a particular position on an issue
- Is resourceful and creative, generating original approaches when solving problems and making decisions

## 3. Delivery of Results

- Assumes personal responsibility for team and delivers on agreed objectives/ goals
- Manages and progresses multiple projects and work activities successfully
- Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
- Maintains a strong focus on meeting the needs of the wider University Community at all times
- Ensures all outputs are delivered to a high standard and in an efficient manner
- Use resources effectively, at all times challenging processes to improve efficiencies

#### 4. Interpersonal & Communication Skills

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing
- Is able to listen effectively and develop a two-way dialogue quickly
- Maintains a strong focus on meeting the needs of the wider University Community
- Effectively influences others to take action
- Works effectively to establish mutual understanding to allow for collaborative working

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

- Clearly understands the role, objectives and targets and how they fit into the work of the Department/ Unit and University
- Develops the expertise necessary to carry out the role to a high standard and shares this with others
- Is proactive in keeping up-to-date on issues and key developments that may impact on own area, the Department and/ or wider University Community
- Consistently reviews own performance and sets self-challenging goals and targets
- Has significant expertise in his/her field that is recognised and utilised by colleagues

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

- Consistently strives to perform at a high level
- Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
- Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency
- Is personally trustworthy and can be relied upon
- Places the University Community at the heart of all process and systems
- Upholds the highest standards of honesty, ethics and integrity