

Please find below a list of the required competencies relating to the Administrative Promotion from Senior Admin IV (Grade 8) to Senior Admin III and the main factors associated.

1. Strategic Thinking

- Creates a vision for the Department/organisation and anticipates the requirements to deliver it
- As a senior manager plays a full and active part in shaping and leading the Department/Organisation
- Anticipates sensitivities and complexities and responds in an informed and constructive manner
- Analyses difficult issues quickly and anticipates knock on consequences
- Takes a system wide approach and sees connections, risks and potential for innovation in the wider environment
- Leads on the implementation of risk assessment practices and engages in balanced risk taking
- Shows courage in making difficult decisions

2. Relationship Management, Collaboration & Communication

- Builds and supports cross functional and inter-University participation as a visible and energetic leader who fully engages others
- Facilitates collaboration, partnerships and networks internally and externally to achieve common goals
- Builds and maintains effective working relationships with key internal and external stakeholders
- Delegates responsibility and ensures accountability in others
- Sets challenging goals and implements effective performance management, coaches and supports others to optimise their contribution and development
- Communicates professionally and credibly managing the expectation of others through skillful negotiating and influencing with conviction

3. High Performance & Delivery of Results

- Assumes accountability for own actions and decisions
- Ensures the full range of management disciplines are used to deliver quality services at pace and within budget
- Challenges processes to improve organisational capacity, responsiveness and stakeholder engagement and focus
- Ensures successful implementation through a range of delivery methods
- Focuses effort on priority activities to maximise results and deliver optimal organisational impact
- Ensures a strong feedback loop between policy development and operational implementation
- Leads effectively to delivery, managing and negating tensions arising from different perspectives

4. Drive and Resilience

- Shows initiative and sustains high levels of personal drive and energy
- Leads and manages multiple complex priorities effectively
- Speaks own mind with confidence and conviction
- Keeps perspective and utilises personal support strategies to help maintain focus and bounce back from disappointments
- Stays positive and professional in the face of difficult situations
- Responds with agility to setbacks displaying leadership, drive and commitment in finding resolution

5. Specialist Knowledge, Expertise and Self Development

- Maintains a sound knowledge of departmental, sectoral, political and international issues and their wider implications for the Department/Organisation and individual stakeholders
- Continuously updates and demonstrates expertise in relevant areas
- Is self-aware and insightful and seeks opportunities to act on areas for own development
- Seeks feedback and review on own practices and behaviours
- Is regarded as an expert in own area(s) of specialism

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

- Exemplifies personal commitment to the role, maintaining determination and persistence and performing at a high level
- Acts at all times with integrity, treats others with respect and is responsible for own actions
- Operates with professionalism and probity
- Leads in the delivery of the corporate agenda remaining focused on the delivery of strategic goals
- Embody the standards required for high performance at a senior level, delivering effectively, efficiently, with value for money and meeting governance requirements
- Promotes health, safety, welfare and wellbeing in all interactions and engagements