

Please find below a list of the required competencies relating to the Administrative Promotion from Admin I (Grade 7) to Senior Admin IV (Grade 8) and the main factors associated.

1. Leadership & Strategic Direction

- Leads the team, setting high standards, tackling any performance problems & facilitating high performance
- Facilitates an open exchange of ideas and fosters an atmosphere of open communication
- Contributes to the shaping of Departmental / University strategy and policy
- Develops capability and capacity across the team through effective delegation
- Develops a culture of learning & development, offering coaching and constructive / supportive feedback
- Leads on preparing for and implementing significant change and reform
- Actively collaborates with other Departments, Organisations and External Agencies
- Anticipates and responds quickly to developments in the Department/Unit and the University

2. Judgement & Decision Making

- Identifies and focuses on core issues when dealing with complex information/ situations
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically
- Sees the relationships between issues and quickly grasp the high level and socio-political implications
- Identifies coherent solutions to complex issues
- Takes action, making decisions in a timely manner and having the courage to see them through
- Makes sound and well informed decisions, understanding their impact and implications
- Strives to effectively balance the Departmental/Unit issues and the wider University Community impact in all decisions

3. Management & Delivery of Results

- Initiates and takes personal responsibility for delivering results/ services in own area
- Balances strategy and operational detail to meet needs
- Manages multiple agendas and tasks and reallocates resources to manage changes in focus
- Makes optimum use of resources and implements performance measures to deliver on objectives
- Ensures the optimal use of ICT and new delivery models
- Critically reviews projects and activities to ensure their effectiveness and that they meet organisational requirements
- Instils the importance of efficiencies, value for money and meeting governance requirements
- Ensures team are focused and act on Business plan priorities, even when faced with pressure

4. Building Relationships & Communication

Speaks and writes in a clear, articulate and impactful manner

Actively listens, seeking to understand the perspective and position of others

Manages and resolves conflicts / disagreements in a positive & constructive manner

Works effectively within the political process, recognising & managing tensions arising from different perspectives.

Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals

Proactively engages with colleagues at all levels of the organisation and across other Departments/ Organisations and builds strong professional networks

5. Specialist Knowledge, Expertise and Self Development

Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation

- Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth

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

- Consistently strives to perform at a high level
- Demonstrates personal commitment to the role, maintaining determination and persistence
- Maintains a sense of balance and perspective in relation to work issues
- Contributes positively to the corporate agenda
- Is personally trustworthy, honest and respectful, delivering on promises and commitments
- Ensures the citizen is at the heart of all services provided
- Is resilient, maintaining composure even in adverse or challenging situations
- Promotes a culture that fosters the highest standards of ethics and integrity