****

**Personal Circumstance/ COVID -19 Impact Statement Template PROMOTION TO Grade V (Grade 5) APPLICATION**

 (Please use font type **Calibri, Size 11, single spaced, portrait orientation only).**

As part of the revised Interim Admin Promotion Schemes, candidates have the option to provide a Personal Circumstance/ COVID-19 impact Statement.

|  |
| --- |
| PERSONAL CIRCUMSTANCES / COVID-19 IMPACT STATEMENT |
| *Reference to the Guidelines on Personal Circumstance/ COVID-19 Impact Statement may assist in the completion of this Statement. Please note, you may be invited by the Board to submit supporting documentation in evidence of your personal circumstance. If invited to submit, instruction on the submission of such supporting documentation will be given at the time.* |
| **Candidate Name** | ID #: |
| **Personal Circumstance/ COVID -19 Impact Statement Consent** This information will be processed and stored in line with the Admin Promotions Promotion Data Protection Notice . For further information see Guidelines for Personal Circumstance / COVID 19 Impact Statement **√ tick** as appropriate |
| Please tick this box to indicate your consent for the information outlined in this Statement to be shared with you’re the relevant Administrative Promotion Board members, the People & Culture Department and where relevant members of the Admin Promotions Appeals Board.  |  |
| Where you are sharing information relevant to a third party, you are asked to tick this box to indicate you have received permission to share this information as part of your Personal Circumstance/ COVID-19 Statement.  |  |

|  |
| --- |
| **Please specify which of the three criteria category areas have been impacted by placing a ‘√’ as appropriate** |

|  |  |
| --- | --- |
| **Competency Areas**  |  **Impacted area(s) √ tick as appropriate** |
| People Management/ Supervision |  |
| Analysis & Decision Making |  |
| Delivery of Results |  |
| Interpersonal & Communication Skills |  |
| Specialist Knowledge, Expertise and Self Development |  |
| Drive and commitment to the values of University College Cork |  |
| **Specific Criteria impacted** | **Please refer to the list of codes provided accompanying this document which are relevant to the stage of your application.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **CODE** | **√ tick** | **Time period affected** | **How Impacted – Brief Statement** |
| **PM 1** |  |  |  |
| **PM 2** |  |  |  |
| **PM 3** |  |  |  |
| **PM 4** |  |  |  |
| **PM 5** |  |  |  |
| **PM 6** |  |  |  |
| **PM 7** |  |  |  |
| **AD 1** |  |  |  |
| **AD 2** |  |  |  |
| **AD 3** |  |  |  |
| **AD 4** |  |  |  |
| **AD 5** |  |  |  |
| **DR 1** |  |  |  |
| **DR 2** |  |  |  |
| **DR 3** |  |  |  |
| **DR 4** |  |  |  |
| **DR 5** |  |  |  |
| **DR 6** |  |  |  |
| **DR 7** |  |  |  |
| **IC 1** |  |  |  |
| **IC 2** |  |  |  |
| **IC 3** |  |  |  |
| **IC 4** |  |  |  |
| **IC 5** |  |  |  |
| **IC 6** |  |  |  |
| **IC 7** |  |  |  |
| **SK 1** |  |  |  |
| **SK 2** |  |  |  |
| **SK 3** |  |  |  |
| **DC 1** |  |  |  |
| **DC 2** |  |  |  |
| **DC 3** |  |  |  |
| **DC 4** |  |  |  |
| **DC 5** |  |  |  |
| **DC 6** |  |  |  |

|  |
| --- |
| Provide any relevant factual information here without the inclusion of information of a sensitive nature, as there is provision for such information to be disclosed to the Chair of the relevant Admin Promotions Board.  |
|  |
| CANDIDATE SIGNATURE - I confirm that I have discussed the above statement with my Head. |
| Shape  Description automatically generated with low confidence |
| Date |  |
| HEADS SIGNATURE - I confirm that I have discussed the above statement with the candidate named. |
| Shape  Description automatically generated with low confidence |
| Date |  |

**CODE REFERENCE**

|  |
| --- |
| ADMIN PROMOTIONS COMPETENCIES  |
| *To assist in completion of your Personal Circumstance/ COVID-19 Impact Statement you are provided with a list of codes against the Regulation criteria. This listing is specifically set out for the purposes of facilitating the identification of impact on specific criterion. it is not a replacement for the Regulation which is your primary reference point in compiling your application.*  |
| ***Competency Areas and Related Criteria***  |
| *People Management/ Supervision* |
| **PM 1** | Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues  |
| **PM 2** | Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise |
| **PM 3** | Values and supports the development of others and the team  |
| **PM 4** | Encourages and supports new and more effective ways of working |
| **PM 5** | Deals with tensions within the team in a constructive fashion |
| **PM 6** | Encourages, listens to and acts on feedback from the team to make improvements |
| **PM 7** | Actively shares information, knowledge and expertise to help the team to meet its objectives |
| *Analysis & Decision Making* |
| **AD 1** | Effectively deals with a wide range of information sources, analysing all relevant issues. |
| **AD 2** | Understands the practical implication of information in relation to the broader context in which s/he works - procedures, policy and University strategy. |
| **AD 3** | Identifies and understands key issues and trends. |
| **AD 4** | Correctly extracts & interprets numerical information, conducting accurate numerical calculations. |
| **AD 5** | Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence |
| *Delivery of Results* |
| **DR 1** | Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.  |
| **DR 2** | Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation. |
| **DR 3** | Constructively challenges existing approaches to improve efficient customer service delivery. |
| **DR 4** | Accurately estimates time parameters for project, making contingencies to overcome obstacles. |
| **DR 5** | Minimises errors, reviewing learning and ensuring remedies are in place. |
| **DR 6** | Maximises the input of own team in ensuring effective delivery of results. |
| **DR 7** | Ensures proper service delivery procedures/protocols/reviews are in place and implemented. |
| *Interpersonal & Communication Skills* |
| **IC 1** | Modifies communication approach to suit the needs of a situation. |
| **IC 2** | Actively listens to the views of others. |
| **IC 3** | Liaises with other groups to gain co-operation. |
| **IC 4** | Negotiates, where necessary, in order to reach a satisfactory outcome. |
| **IC 5** | Maintains a focus on dealing with the University Community in an effective, efficient and respectful manner. |
| **IC 6** | Is assertive and professional when dealing with challenging issues. |
| **IC 7** | Expresses self in a clear and articulate manner when speaking and in writing. |
| *Specialist Knowledge, Expertise and Self Development* |
| **SK 1** | Displays high levels of skill/ expertise in own area and provides guidance to colleagues |
| **SK 2** | Has a clear understanding of the role, objectives and targets and how they support the service delivered by the Department/Unit and the University and can communicate this to the team. |
| **SK 3** | Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team. |
| *Drive and commitment to the values of University College Cork* |
| **DC 1** | Is committed to the role, consistently striving to perform at a high level. |
| **DC 2** | Demonstrates flexibility and openness to change. |
| **DC 3** | Is resilient and perseveres to obtain objectives despite obstacles or setbacks. |
| **DC 4** | Ensures that the wider University Community is at the heart of all services provided. |
| **DC 5** | Is personally honest and trustworthy. |
| **DC 6** | Acts with integrity and encourages this in others. |