**A close-up of a logo

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**Personal Circumstance/ COVID -19 Impact Statement Template PROMOTION TO SEA/ SNR LIBRARY ASSISTANT 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.

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| 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. | |  |

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

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

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| --- | --- | --- | --- |
| **CODE** | **√ tick** | **Time period affected** | **How Impacted – Brief Statement** |
| TW1 |  |  |  |
| TW2 |  |  |  |
| TW3 |  |  |  |
| TW4 |  |  |  |
| IM/P1 |  |  |  |
| IM/P2 |  |  |  |
| IM/P3 |  |  |  |
| IM/P4 |  |  |  |
| IM/P5 |  |  |  |
| IM/P6 |  |  |  |
| CS1 |  |  |  |
| CS2 |  |  |  |
| CS3 |  |  |  |
| CS4 |  |  |  |
| CS5 |  |  |  |
| SK1 |  |  |  |
| SK2 |  |  |  |
| SK3 |  |  |  |
| DC1 |  |  |  |
| DC2 |  |  |  |
| DC3 |  |  |  |
| DC4 |  |  |  |
| DC5 |  |  |  |
| DC6 |  |  |  |
| DR1 |  |  |  |
| DR2 |  |  |  |
| DR3 |  |  |  |
| DR4 |  |  |  |
| DR5 |  |  |  |
| DR6 |  |  |  |
| DR7 |  |  |  |
| DR8 |  |  |  |

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| 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**

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| ADMIN PROMOTIONS COMPETENCIES - PROMOTION TO SEA/SNR. LIBRARY ASSISTANT. | |
| *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*** | |
| *Team Work* | |
| **TW 1** | Understands own role in the team, making every effort to play his/her part. |
| **TW 2** | Shows respect for colleagues and co-workers. |
| **TW 3** | Develops and maintains good working relationships with others, sharing information where appropriate. |
| **TW 4** | Offers own ideas and perspectives. |
| *Information Management / Processing* | |
| **IM/P 1** | Approaches and delivers all work in a thorough and organised manner. |
| **IM/P 2** | Adheres to procedures and protocols, understanding their value and the rationale behind them. |
| **IM/P 3** | Keeps high quality records that are easy for others to understand. |
| **IM/P 4** | Draws appropriate conclusions from information. |
| **IM/P 5** | Suggests new ways of doing things better and more efficiently. |
| **IM/P 6** | Is comfortable working with different types of information, e.g. written, numerical, charts and carries out calculations such as arithmetic, percentages, etc. |
| *Customer Service & Communication Skills* | |
| **CS1** | Actively Listens to others and tries to understand their perspectives/requirements. |
| **CS2** | Understands the steps or processes that members of the University Community must go through and can clearly explain these. |
| **CS3** | Is respectful, courteous and professional, remaining composed even in challenging circumstances. |
| **CS4** | Can be firm when necessary and communicate with confidence and authority. |
| **CS5** | Communicates clearly and fluently both verbally and in writing. |
| *Specialist Knowledge, Expertise and Self Development* | |
| **SK1** | Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc. |
| **SK2** | Cleary understands the role, objectives and targets and how they fit into the work of their Department/unit. |
| **SK3** | Is committed to self-development and continuously seeks to improve personal performance. |
| *Drive and commitment to the values of University College Cork* | |
| **DC1** | Constantly strives to perform at a high level and deliver a quality service. |
| **DC2** | Serves the university and its community of staff and students to his/her highest ability. |
| **DC3** | Is thorough and conscientious, even if work is routine |
| **DC4** | Is enthusiastic and resilient, persevering in the face of challenges and set backs |
| **DC5** | Is personally honest and trustworthy |
| **DC6** | At all times acts with honesty and integrity |
| *Delivery of Results* | |
| **DR1** | Takes responsibility for work and sees it through to the appropriate next level. |
| **DR2** | Completes work in a timely manner. |
| **DR3** | Adapts quickly to new ways of doing things. |
| **DR4** | Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes. |
| **DR5** | Writes with correct grammar and spelling and draws reasonable conclusions from written instructions. |
| **DR6** | Identifies and appreciates the urgency and importance of different tasks. |
| **DR7** | Demonstrates initiative and flexibility in ensuring work is delivered. |
| **DR8** | Is self-reliant and uses judgement on when to ask Manager or Colleagues for guidance. |