



Coláiste Aonad Bainistíochta	Coláiste na hEolaíochta UCD
Scoil Aonad	Oifig Choláiste na hEolaíochta UCD
Teideal an Phoist & Réimse Ábhair (<i>más ábhartha</i>)	Cúntóir Pearsanta do Phríomhoifigeach an Choláiste
Tréimhse an Phoist	Post sealadach dhá bhliain (le painéal sealadach 12 mhí)
Grád	€47,675 - €57,973 in aghaidh na bliana
Scála Tuarastail	Cúntóir Feidhmiúcháin Sinsearach
Cnuasach Poist agus Leibhéal Gairme	Bainistíocht & Oibríochtaí Acadúil agus Clár - Leibhéal Gairme 2
Uimhir Thagartha don Ghrádú Poist	2018/088
Bainisteoir Líne	Stiúrthóir Oifig an Choláiste agus/nó a ionadaí
Uimhir Thagartha an Chomórtais	020089
Riarthóir Acmhainní Daonna	Qiong Zhang
Iarratais agus Dáta Deiridh	https://www.ucd.ie/workatucd/jobs/
Incháilithe do Chead Oibre	No.

Achoimre ar an bPost:

Is ról eagraithe agus comhordaithe é seo a bhfuil sé mar aidhm aige tacaíocht dhíreach a thabhairt do Phríomhoifigeach an Choláiste trí úsáid éifeachtúil a bhaint as a gcuid ama. Deantar seo trí bhainistíocht éifeachtach a dhéanamh ar fhéilire, ar ghníomhaíochtaí comhordaithe eile, agus ar chuntas ríomhphoist Phríomhoifigeach an Choláiste.

Déanfaidh an Cúntóir Pearsanta réimse leathan dualgas tacaíochta riaracháin agus cléireachais rúnda lena n-áirítear socruithe taistil, ullmhúcháin cruinnithe agus comhdhálacha, agus taighde cúlra. Ina theannta sin, feidhmeoidh siad mar an príomh-idirchaidreamh do gheallsealbhóirí inmheánacha agus seachtracha a bhíonn i dteagmháil le Príomhoifigeach an Choláiste, ag éascú cumarsáide éifeachtúla agus ag atreorú fiosrúcháin nó ag dul i dteagmháil le baill foirne nuair is gá.

Beidh an té a bheidh sa ról seo ag obair go dlúth le comhghleacaithe ar fud Oifig an Choláiste — go háirithe an Fhoireann Tacaíochta Riaracháin, na Scoileanna agus na haonaid tacaíochta láraí — chomh maith le láránacha agus páirtithe leasmhara seachtracha, chun a chinntiú go n-oibreoidh féilire an Phríomhoifigigh chomh réidh agus is féidir. Beidh scileanna den scoth i mbainistíocht ama agus in eagrú ag teastáil ón duine a bheidh sa ról, chomh maith le tuiscint agus discríd agus faisnéis íogair á láimhseáil, agus an cumas chun oibriú i gcomhar le daoine eile.

Principal Duties and Responsibilities:

- Effective management of all aspects of the College Principal's calendar of appointments, meetings, university functions and conferences or events, to ensure efficient utilisation of their time.
- Proactively collate information and materials required by the College Principal in advance of attendance at all meetings and events.
- Manage CP email account.
- Approval of staff expenses by the College Principal and the further processing of same.
- Act as the key liaison for the College Principal's office, representing them in a positive and professional manner.

- Follow up on matters addressed to the College Principal including those of a sensitive or confidential nature. In conjunction with the Director, where necessary, aid the determination of appropriate course of action such as onwards referral or response, including swift referral to other colleagues for inputs or direct reply to enable the conclusion of issues raised.
- Provide inputs into preparation of papers, reports and presentations, including background research when required, and support with proofing or redrafting when required.
- Produce professional documentation, reports and presentations through the effective use of MS Office and other relevant software packages.
- Maintain an appropriate filing system for all materials associated with the College Principal, their office and their duties.
- Provide administrative support for key College fora which the CP is responsible for including, meeting organisation, room booking, agenda and paper distribution.
- Act as the key co-ordinator and communication channel for meetings associated with the College Principal's office such as College Executive meetings or equivalent.
- Ensure cost effective official travel arrangements for the College Principal and ensure timely expense processing
- Communications support and minute recording as required.
- Contribute to other activities and projects as required from time to time, as directed by the College Principal or Director.
- Carry out the role in a manner which supports and is aligned with UCD's Values - Collegiality, Creativity, Diversity, Engagement, Excellence and Integrity.
- Any other duties may be assigned from time to time in line with the needs of the College.

95 Senior Executive Assistant (2010) salary scale: €47,675 - €57,973 per annum

Appointment will be made on scale and in accordance with the Department of Finance guidelines.

Details on eligibility to compete and pension information is available at

<https://www.ucd.ie/hr/resourcing/eligibilitytocompete/>

About University College Dublin

University College Dublin (UCD) is one of Europe's leading research-intensive universities and Ireland's largest university, with a vibrant community of over 39,000 students and 4,000 staff from more than 152 countries. UCD combines a rich academic heritage with a global outlook, fostering innovation, creativity, and excellence across teaching, research, and public engagement.

Situated on a beautiful, parkland campus at Belfield, UCD offers a dynamic and inclusive environment where ideas flourish and collaboration thrives. As a world top-1% university, UCD is recognised for its impact on society - from groundbreaking research and sustainable innovation to nurturing future leaders across all disciplines.

Joining UCD means becoming part of a community that values excellence, integrity, diversity, and collaboration. Staff enjoy exceptional professional development opportunities, a supportive and flexible working culture, and the chance to contribute to meaningful work that shapes the future locally and globally.

UCD is committed to creating an inclusive environment where diversity is celebrated and everyone is afforded equality of opportunity. We welcome applications from applicants from all backgrounds, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy. Learn more about Diversity at <https://www.ucd.ie/workatucd/diversity/>

Reasonable accommodations will be provided to any applicant during the interview process who discloses they have a disability or are neurodiverse.



Benefits of Working at University College Dublin

Working at University College Dublin offers a wide range of benefits designed to support staff wellbeing, professional growth, and work-life balance. Employees enjoy flexible and family-friendly working arrangements, including hybrid work options, job sharing, and generous leave policies. UCD provides a strong pension scheme, income protection, and travel-related savings such as tax-efficient commuter and cycle-to-work plans. Staff have access to professional development opportunities through LinkedIn Learning, study leave, and structured career progression frameworks. The university fosters an inclusive and supportive community, offering wellbeing programs and employee assistance services, while the Belfield campus provides excellent facilities, discounts, and sports amenities. Overall, UCD promotes a positive, balanced, and development-focused working environment.

Selection Criteria

UCD has a Job Families Framework and this role is part of the Academic and Programme Operations and Management – Career Level 2 Job Family and aligns with Career Level 2. Further details on the functional and core competencies outlined in the Job Families Framework are available at

<https://www.ucd.ie/hr/promotionsgrading/jobfamilies/>

Mandatory:

Experience and Qualifications

- 2-3 years' professional experience working in an academic & programme operations and management related role in either a large organisation or a third level institution and/or a third level degree.

Functional Competencies

- **Business Analysis (Proficiency Level 1):** Good ability to translate user requirements into solutions, documents processes, write reports and create a continuous improvement culture.
- **Data Management (Proficiency Level 1):** Developing knowledge of best practice data management and data governance practices.
- **Operational Resilience (Proficiency Level 1):** Emerging capability to maintain stamina and performance in everyday tasks and acting effectively under pressure, to display determination, self-discipline and commitment in the face of a changing environment or setbacks.
- **Support, Guidance and Advice (Proficiency Level 1):** Good ability to provide support, guidance and advice to students, faculty and staff. This covers the welfare and well-being of students and staff within the institution as well as operational support and advice, in both informal and formal situations.
- **Technical Acumen (Proficiency Level 1):** Developing ability to apply and improve technical knowledge, skills, and judgement to accomplish a result or to accomplish tasks effectively and to think of ways to apply new developments to improve organisational performance or customer service.

Core Competencies

- **Communicating Effectively (Proficiency Level 2):** Strong ability to engage in written and oral communication that is clear, unambiguous, transparent, and consistent with UCD's Values, to convey and share information and ideas with others, listen carefully, clarify understanding and consider different viewpoints.
- **Taking Initiative (Proficiency Level 2):** Substantial ability to make suggestions for improvements in own

work area and acts early to address and resolve problems and find solutions.

- **Service Focus and Innovation (Proficiency Level 2):** Significant ability to understand and anticipate customer needs, acting to provide a high quality product and service to meet expectations of all internal and external stakeholders.
- **Planning & Organisation (Proficiency Level 2):** Strong ability to plan and organise own work effectively, set clear priorities and ensure deadlines are met and to organise activities, separate and combine tasks to deliver outputs according to a clear timeframe to realise School/Unit/College/University objectives.
- **Organisational Awareness (Proficiency Level 2):** Substantial ability to demonstrate an understanding of UCD in its entirety, including governance structures and regulate.
- **Managing Change (Proficiency Level 1):** Developing ability to take a positive approach to tackling work and embraces change and invites feedback relating to performance and deals constructively with it.
- **Building Relationships (Proficiency Level 1):** Good ability to build effective working relationships within own area and more broadly, to encourage cooperation and collaboration in others and foster partnerships to achieve results.

Desirable:

- Prior experience in a third level environment

Supplementary information:

The University:	https://www.ucd.ie/
UCD Strategy to 2030 – Breaking Boundaries:	https://strategy.ucd.ie/
UCD College of Science:	https://www.ucd.ie/science/
Equality Diversity and Inclusion at UCD	https://www.ucd.ie/workatucd/diversity/
Moving to Ireland Guidelines	https://www.ucd.ie/workatucd/locationculture/movingtoireland/

Informal Enquiries ONLY to:

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