



Coláiste Aonad Bainistíochta	Gnóthaí Acadúla UCD
Scoil Aonad	Clárlann UCD – Imeachtaí Earcaíochta agus Aitheantais Mac Léinn
Teideal an Phoist & Réimse Ábhair	Bainisteoir Imeachtaí Aitheantais
Tréimhse an Phoist	Buan
Grád	Oifigeach Riaracháin IA
Scála Tuarastail	€72,750 - €85,012
Cnuasach Poist agus Leibhéal Gairme	Bainistíocht & Oibríochtaí Acadúil agus Clár - Leibhéal Gairme 5
Uimhir Thagartha don Ghrádú Poist	2026-09-064
Bainisteoir Líne	Stiúrthóir Earcaíochta Mac Léinn agus Imeachtaí Aitheantais nó a (h)Ainmní
Uimhir Thagartha an Chomórtais	020118
Riarthóir Acmhainní Daonna	Yasemin Ozdemir
Iarratais agus Dáta Deiridh	https://www.ucd.ie/workatucd/jobs/
Incháilithe do Chead Oibre	Níl

Achoimre ar an bPost:

Clárlann UCD

Cuireann Clárlann UCD réimse leathan seirbhísí riaracháin acadúla agus mac léinn ar fáil. Díríonn a misean ar sheirbhísí gairmiúla, treoir agus tacaíocht den scoth atá dírithe ar an mac léinn a fhorbairt agus a sholáthar do mhic léinn ionchasacha, do mhic léinn reatha, d'iar-mhic léinn, do bhaill foirne acadúla agus do bhaill foirne gairmiúla i ngach céim de shaolré mac léinn na hollscoile.

Tá an Bainisteoir Imeachtaí Aitheantais freagrach as bainistíocht oibríochtúil laethúil fheidhm na nImeachtaí Aitheantais in UCD; Áirítear leis an ról seo pleanáil agus cur i gcrích imeachtaí aitheantais agus an chlár bhronnta céimeanna de chuid na hollscoile, chomh maith le stiúradh na bpríomhphróiseas riaracháin a thacaíonn leis an bpróiseas bronnta céimeanna agus a chinntíonn cruinneas thaifid na mac léinn. Sa bhliain 2025, tugadh cuireadh do 10,382 mhac léinn freastal ar 36 shearmanas bronnta céime, rud a léiríonn scála na hoibríochta bliantúla.

Tá an sealbhóir poist freagrach as próisis bronnta a bhainistiú agus a mhaoirsiú agus as faisnéis ábhartha faoi bhronnta agus dámhachtainí a ullmhú agus a chur faoi bhráid Ollscoil Náisiúnta na hÉireann (NUI). Agus iad ag tuairisciú go díreach do Stiúrthóir Earcaíochta Mac Léinn agus Imeachtaí Aitheantais, beidh an té a cheapfar i gceannas ar fhorghníomhú oibríochtúil Imeachtaí Aitheantais agus maoirseacht a dhéanamh ar bheirt bhall foirne buana.

Déanann an ról seo comhordú ar na daoine, na próisis, na córais, na soláthraithe agus seirbhísí na hollscoile a theastaíonn chun riarachán cruinn a bhaineann le bronnadh céimeanna agus imeachtaí aitheantais den scoth a chur i gcrích i rith na bliana acadúla. Feidhmíonn an ról laistigh den chreat straitéise, beartais agus buiséid a bhunaigh an Stiúrthóir, agus cuireann sé le feabhsú leanúnach ar fud an aonaid

Principal Duties and Responsibilities:

Recognition Events Management and Operational Delivery

- Lead the day-to-day operational management and delivery of the Recognition Events function, ensuring effective administration, planning, coordination and delivery across the annual programme of activities.
- Plan and manage the annual operational calendar of UCD conferring and recognition events, including Conferring Ceremonies, Entrance Scholars and other recognition and award ceremonies within the remit of the unit. For example, in 2025, 10,382 students were invited to attend 36 conferring ceremonies.
- Coordinate the people, processes, University services and resources required for successful event delivery, including venues, catering, parking, security, first aid, facilities, accessibility and other operational requirements.
- Develop and maintain appropriate operational contingency plans and make timely operational decisions during live events, escalating significant reputational, policy, financial or strategic matters to the Director as appropriate.
- Implement agreed policies, procedures and operational protocols and contribute operational expertise and recommendations to their review and continuous improvement.
- Conduct post-event surveys and reviews, gather feedback and identify opportunities to improve operational processes, service delivery and the participant experience.

Conferring Administration and Student Records

- Manage and oversee the administrative processes underpinning conferring and play a key role with regard to the accuracy of student academic records, ensuring that eligible students are accurately processed and finalised in University systems within required conferring timelines.
- Oversee the preparation, validation and submission of conferring and award records to the National University of Ireland (NUI), ensuring information is accurate, complete and consistent with relevant UCD and NUI requirements.
- Coordinate and resolve student award-related issues across UCD Colleges and Schools, working closely with relevant Registry teams and partner institutions as required.
- Maintain appropriate controls to support the integrity and accuracy of conferring data, identifying discrepancies and coordinating their resolution prior to completion of conferring and award processes.
- Coordinate the distribution of UCD diplomas and certificates, including those conferred in absentia, ensuring appropriate processes, records and controls are maintained.
- Maintain appropriate historical and operational records relating to conferrings, awards and recognition events.

Financial, Supplier and Resource Administration

- Manage the operational requirements associated with external suppliers and service providers, for example audio visual, robing, photography, musicians, flowers and rental services.
- Negotiate contractual arrangements with suppliers and service providers in accordance with UCD procurement procedures, agreed budgets and operational requirements.
- Monitor Recognition Events expenditure against agreed budgets and provide accurate financial information and forecasts to the Director to support budget planning and control.

- Coordinate and supervise additional temporary, casual and other resources required during peak periods and for the delivery of recognition events.

Stakeholder Management and Communications

- Build and maintain effective working relationships with Colleges, Schools, Registry colleagues, University services, the National University of Ireland, partner institutions, external stakeholders and suppliers to support the effective administration and delivery of Recognition Events.
- Work closely with relevant Registry teams, particularly the Student Desk, Assessment Unit and Fees & Data Services Unit, to coordinate conferring processes, student records and the resolution of operational issues.
- Coordinate communications with graduands, students, staff and other event participants, ensuring information is accurate, timely and consistent.
- Coordinate the preparation and production of graduation programmes and other event materials, working with relevant colleagues to ensure accuracy, consistency and compliance with UCD brand requirements.
- Develop and maintain Recognition Events digital content, including website content, and contribute to appropriate social media content.

People Management

- Provide day-to-day line management to permanent staff, including setting priorities, allocating responsibilities, monitoring delivery, providing feedback and supporting staff performance and development through UCD processes.
- Plan and coordinate team workloads across the annual Recognition Events cycle, ensuring appropriate allocation of resources during periods of peak operational activity.
- Promote consistent working practices, effective knowledge sharing and continuous improvement across the Recognition Events function.
- Work collaboratively across Student Recruitment & Recognition Events, contributing to cross-team projects, events and initiatives where appropriate.
- Support the development and operational delivery of new recognition events, ceremonies and initiatives within the remit of the unit, as agreed with the Director.

Key Skills

- Event Management | Team Leadership | Project Coordination | Stakeholder Management | Supplier Management | Operational Planning | Digital Communications & Content Development | Communication | Continuous Improvement

Overview of the School/Unit:

Student Recruitment & Recognition Events is part of UCD Registry and brings together the University's student recruitment activities and the planning and delivery of key recognition events. The unit works across UCD and with external stakeholders to support the University's recruitment objectives and to deliver high-quality recognition experiences for students, graduates and the wider UCD community. While the Student Recruitment and Recognition Events teams have distinct areas of responsibility, colleagues work collaboratively across the unit on shared projects, events and initiatives where appropriate.

Particular to this position:

- Peak operational activity for Recognition Events typically takes place between September and April. The role requires flexibility to work outside normal core hours in connection with ceremonies and events, including early mornings and evenings as required.
- The postholder may be required to work across different UCD locations and event venues depending on operational requirements.

Salary: 95 Admin Off Ia_2013 (2010) (7080) €72,750 - €85,012 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.

More details can be found here: [Benefits - Work at UCD](#)

Selection Criteria

UCD has a Job Families Framework and this role is part of the Academic & Programme Operations and Management Job Family and aligns with Career Level 5. 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

- 5-6 years' professional experience working in an academic & programme operations and management related role in either a large organisation or a third level institution and a third level degree.
- Demonstrated experience in the operational planning and delivery of complex events, services or programmes.
- Experience of supervising or coordinating the work of a team and delivering through others.
- Demonstrated ability to manage multiple activities and deadlines in a complex operational environment.
- Experience of working effectively with a broad range of internal and external stakeholders.
- Experience of negotiating and managing supplier relationships and working within procurement and budgetary processes.
- Excellent written and verbal communication skills.
- Strong IT skills, including experience of databases, spreadsheets and standard office applications.
- Experience of developing and maintaining digital content, including website content and/or social media content.
- Demonstrated experience of managing administrative processes requiring a high degree of accuracy, data integrity and delivery to fixed deadlines.
- Experience of working with multiple range of stakeholders and of identifying and coordinating the resolution of data or record-related issues.

Functional Competencies

- **Operational Resilience:**
 - Ability to coordinate complex, deadline-driven events and services, maintaining high standards of operational delivery.
 - Ability to maintain stamina and performance in everyday tasks and acting effectively under pressure. Displaying determination, self-discipline and commitment in the face of a changing environment or setbacks. It includes bouncing back from disappointments or confrontations, not letting them negatively influence ongoing performance.
- **Technical Acumen:**
 - Applies and improves technical knowledge, skills, and judgment to accomplish a result or to accomplish tasks effectively. Thinks of ways to apply new developments to improve organisational performance or customer service. Recognises trends in theory and practice of one's own technical area and effectively prepares for anticipated changes.
- **Support, Guidance and Advice:**
 - Provides operational support, guidance and advice to students, faculty and staff.

Core Competencies

- **Communicating Effectively:** Ability to communicate clearly and consistently with graduates, colleagues, suppliers and other stakeholders.
- **Planning & Organisation:** Highly developed ability to set clear priorities and ensure deadlines are met. Separates and combines tasks to deliver outputs according to a clear timeframe to realise School/Unit/College/University objectives.
- **Building Relationships:** Considerable ability to build effective working relationships within one's own area and more broadly across the University. Encourages cooperation and collaboration in others, while fostering partnerships to achieve results.
- **Project Management:** Ability to define activities, responsibilities, deliverables and milestones and carefully monitor progress through to delivery.
- **Managing People:** Substantial ability to create a strong team, share accountability when delegating, aligning the right work with the right people. Involves staff in setting their performance goals and provides regular and meaningful feedback that supports individuals to be successful.
- **Managing Stakeholders:** Evidenced strong experience of developing and maintaining excellent working relationships with internal and external stakeholders. Understands the importance of stakeholder engagement, and responds to needs and manages expectations, and is sensitive to the different requirements within a diverse University setting.

Mandatory Criteria as part of the UCD Equality, Diversity and Inclusion Agenda

- Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

Desirable:

- Experience of delivering high-profile ceremonies or events in a university, public-sector or similarly complex organisation.
- Knowledge of university administrative systems and processes.
- Experience of conferring, awards or recognition events.
- Digital Communications: Ability to develop and maintain engaging digital content to support Recognition Events, including website content and appropriate digital and social media channels, in line with UCD communications, brand and social media guidelines.

Supplementary information:

The University:	https://www.ucd.ie/
UCD Strategy 2030: Breaking Boundaries	https://strategy.ucd.ie/
Equality Diversity and Inclusion at UCD	https://www.ucd.ie/workatucd/diversity/

