

Coláiste | Aonad Bainistíochta	Oifig an Sparánaí UCD
Scoil | Aonad	Príomhaonad Ceannaigh
Teideal an Phoist & Réimse Ábhair *(más ábhartha)*	**Riarthóir Ceannaigh**
Tréimhse an Phoist	Conradh Sealadach, 2 bhliain
Grád	Cúntóir Feidhmiúcháin Sinsearach
Scála Tuarastail	€47,675 - €57,973 in aghaidh na bliana
Cnuasach Poist agus Leibhéal Gairme	Dlí, Rialachas agus Comhlíonadh – Leibhéal Gairme 2
Uimhir Thagartha don Ghrádú Poist	2026-04-023
Bainisteoir Líne	Príomhbhainisteoir Ceannaigh nó a (h)Ainmní
Uimhir Thagartha an Chomórtais	020263
Riarthóir Acmhainní Daonna	Natalia McDonagh
Iarratais agus Dáta Deiridh	https://www.ucd.ie/workatucd/jobs/
Incháilithe do Chead Oibre	Níl

Achoimre ar an bPost:

Cuirfidh an Riarthóir Ceannaigh tacaíocht oibríochtúil ar fáil do Phríomhaonad Ceannaigh UCD chun seirbhís cheannaigh láraithe a sholáthar ar fud na hOllscoile. Díríonn an ról ar phróiseáil chruinn idirbhearta ceannacháin, ar thaifid cheannacháin agus sholáthraithe a choinneáil cothrom le dáta, agus ar thacaíocht a thabhairt don fhoireann cheannaigh chun a chinntiú go gcloítear go hiomlán le treoirlínte na hOllscoile agus le caighdeáin soláthair phoiblí.

Oibreoidh an t-iarratasóir rathúil mar chuid de Phríomhaonad Ceannaigh UCD laistigh d'Oifig Airgeadais UCD, agus beidh siad freagrach don Phríomhbhainisteoir Ceannaigh. Freisin, oibreoidh siad go dlúth leis an Speisialtóir Ceannaigh agus gheobhaidh sé treoir laethúil uathu.

Beidh ar an sealbhóir poist inniúlacht a léiriú ar chórais a bhaineann le Pleanáil Acmhainní Fiontraíochta (ERP) agus ar chórais soláthair ábhartha — lena n-áirítear na modúil cheannaigh laistigh de chóras airgeadais na hOllscoile — chun tacú le próisis éifeachtúla ar fud an tSrutha Oibre ó Fhoinsiú go hÍocaíocht.

Principal Duties and Responsibilities:

- Support purchasing activities for a broad portfolio of goods and services for designated Colleges and Units in accordance with University procurement procedures.
- Follow University procurement policies and procedures and escalate complex compliance matters to the Purchasing Specialist or Central Buying Manager where required.
- Support the purchase order process from requisition review to purchase order creation, tracking and receipting within the ERP system.
- Monitor and identify pricing and invoicing discrepancies and determine correct course of action within established procedures to ensure payment in a timely manner.
- Utilise ERP and procurement systems currently Workday Financials, to support efficient processing, reporting, compliance monitoring, and continuous improvement of purchasing activities.

- Apply established VAT and tax coding to purchasing transactions in accordance with University guidelines and escalate complex cases to the Purchasing Specialist where required.
- Build and maintain effective working relationships within the Central Purchasing Unit and across the wider University community.
- Assist with supplier onboarding processes by reviewing submitted documentation and updating supplier records within the ERP system in accordance with established procedures.
- Respond proactively to Purchasing related queries through Salesforce and in line with SLA's.
- Support the development and maintenance of user guidance materials, FAQs and process documentation for purchasing activities.
- Assist in delivering basic user support and informal training to staff on purchasing processes and system functionality.
- Provide basic guidance to staff on the use of the Workday requisitioning system and refer complex procurement queries to the Purchasing Specialist.
- Provide administrative support to the Central Purchasing Unit including assisting with spend reporting, responding to audit queries, and maintaining purchasing documentation and records.
- Any other duties as required.

95 Senior Executive Assistant_2010 (0123_X) 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 Financial Management 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

- Typically, 2-3 years' professional experience working in either a large organisation or a third level institution and/or a relevant technical degree, in Purchasing, Procurement or Supply Chain Management or other.
- Strong working knowledge of Workday Financials or equivalent ERP systems such as SAP, Oracle.
- Experience at university level of purchasing including systems policies and procedures.

Functional Competencies

- **Compliance & Governance:** Must have an awareness and understanding of the external compliance environment including the requirements of relevant statutory and regulatory bodies as well as the applicable legislation.
- **Risk Management:** Ability to mitigate and manage risk as it applies to the different areas the Units cover.
- **University Policies, Procedures & Practices:** A thorough knowledge and understanding of relevant university policies and practices and their interpretation and application.

Core Competencies

- **Communicating Effectively:** 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:** 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:** 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:** 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:** Ability to demonstrate an understanding of UCD in its entirety, including governance structures and regulations.

Desirable:

- Experience of supplier interaction.
- Knowledge of University structures, policies and procedures.

Supplementary information:

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