



Job Description

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| College Management Unit: | UCD College of Health and Agriculture Sciences |
| School Unit: | UCD School of Veterinary Medicine |
| Post Title & Subject Area (if relevant) | Senior Executive Assistant |
| Post Duration: | Specified Purpose Cover (estimated duration 12 months) |
| Grade: | SEA |
| Job Family and Career Level | APOM 2-A |
| Job Sizing Reference N° | JSF20-11-074 |
| Reports to | Director of Veterinary Nursing |
| Competition Ref. N° | 016238 |
| HR Administrator | Jagoda Wychowaniak |

Position Summary:

Applications are invited for an Administrator role within the UCD School of Veterinary Medicine, with specific responsibility for the Veterinary Nursing Programme.

Post Holder will work closely with the Director of Veterinary Nursing Programme and will be required to provide administrative support for a wide range of activities in teaching, learning, and innovation. These include administrative support to academics and other staff. In addition, the administrator must assist in recruitment of students to the programme, maintain links with both alumni and stakeholders and assist in preparing for accreditation. The post-holder must be able to interact effectively with internal and external stakeholders. Other duties may be assigned from time to time, particularly at pressure points during the academic year.

Equality, Diversity and Inclusion:

UCD is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. To that end the university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult those policies here <https://www.ucd.ie/equality/>. We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy.

95 Senior Executive Assistant_2010 Salary: €42,423 - €52,106 per annum

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

Principal Duties and Responsibilities:

- Manage all administrative activities relating to the BSc Veterinary Nursing (VN) Programme
- Provide administrative support to the Director and all programme staff delivering on the Programme.
- Manage initiatives led by the Programme Director to ensure that they are advanced in a timely fashion, are appropriately resourced and effectively embedded into routine operations.
- Manage the administrative process of the grade approval process for the veterinary nursing programme linking with the programme office to ensure a smooth exam and grading process.
- Maintain all administrative activities related to the extern examiner process.
- Provide administrative support for students and veterinary nursing supervisors in external placements and hospital rotations.
- Maintain and provide reports on the Veterinary nursing cost centre's financial budget.
- Manage hourly paid staff communication, schedules, contracts and budget.
- Ensure prompt and accurate submission of payment claims from guest lecturers, demonstrators, external examiners/assessors; ensure the accuracy of claims and act as an approver for online claims.
- Requisition supplies and services for the programme and clinical skills centre via UCD e-Procurement

system.

- Compile and organize data in preparation for annual cycle reports, internal UCD quality control and external accreditation (VCI and ACOVENE).
- Supports all four stages of the student cycle from initial contact through to alumni, (including enquiries, programme administration, timetabling, examinations, graduation, placements and events);
- Work regularly with the current university management information systems.
- Support the programme office in recruitment events of students to the Veterinary Nursing programme.
- Liaise with the School/Programme Office and other UCD units on an ongoing basis.
- Provide administrative support for School committees/section committees

Selection Criteria:

UCD has a Job Families Framework and this role is part of the Academic and Professional Operational and 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/a-z/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 a third level degree.

Functional Competencies

Business Analysis (Proficiency Level 1): Good ability to translate user requirements into solutions, documenting processes, writing reports and creating a continuous improvement culture.

Data Management (Proficiency Level 1): Possesses a good knowledge of best practice data management and data governance practices.

Operational Resilience (Proficiency Level 1): Satisfactory ability to maintain stamina and performance in everyday tasks and act effectively under pressure with an ability to display determination, self-discipline and commitment in the face of a changing environment or setbacks including bouncing back from disappointments or confrontations, not letting them negatively influence ongoing performance.

Support, Guidance and Advice (Proficiency Level 1): An emerging ability to provide support, guidance and advice to students, faculty and staff particularly around the welfare and well-being of students and staff within the institution with an awareness of the support services available; giving supportive advice and guidance; and counselling others on specific issues.

Technical Acumen (Proficiency Level 1): A developing ability to apply and improve technical knowledge, skills, and judgment to accomplish a result or to accomplish tasks effectively.

Core Competencies

Planning & Organisation (Proficiency Level 2): A strong ability to plan and organises own work effectively, setting clear priorities and ensuring deadlines are met.

Communicating Effectively (Proficiency Level 2): Substantial ability to engage in written and oral communication that is clear, unambiguous, transparent, and consistent with UCD's Values.

Taking Initiative (Proficiency Level 2): Significant ability to take initiative through acting early to address and resolve problems and find solutions.

Service Focus & Innovation (Proficiency Level 2): Strong ability to provide high-quality service to meet expectations of all internal and external stakeholders.

Organisational Awareness (Proficiency Level 2): Significant understanding of UCD in its entirety, including governance structures and regulations.

Building Relationships (Proficiency Level 1): Exhibits substantial relationship building skills through building effective relationships within own area and more broadly, fostering partnerships to achieve results.

Managing Change (Proficiency Level 1): Significant ability to manage change, ensuring appropriate stakeholder involvement and engagement in change programmes/projects.

Desirable:

- Third level qualification or equivalent appropriate experience.
- Demonstrate strong understanding of UCD in its entirety, including governance structures and regulations.
- Knowledge of UCD Student management and communication systems.

Further Information for Candidates:

Supplementary information:

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| The University: | http://www.ucd.ie/aboutucd.htm |
| The UCD Strategy for Research, Innovation and Impact 2020-2024 | http://www.ucd.ie/innovation/aboutus/ucdstrategyforresearchinnovationandimpact/ |
| The College/Management Unit: | https://www.ucd.ie/chas/ |
| The School/Programme Office/Unit: | https://www.ucd.ie/vetmed/ |

Further Information for Candidates:

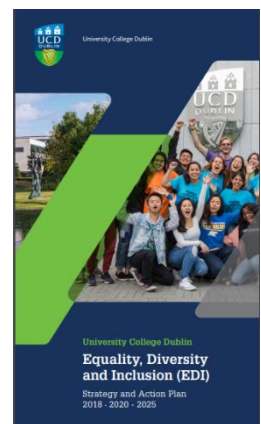
Equality, Diversity and Inclusion:

Equality, Diversity, and Inclusion (EDI) at UCD

UCD is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. Diversity is highlighted in the university's strategic plan as one of the core values of UCD, and its EDI commitment is further demonstrated through the strategic objective relating to the attraction, retention, and development of an excellent and diverse cohort of students, faculty and staff. We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy. The university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult UCD's equality, diversity and inclusion policies here <https://www.ucd.ie/equality/>.

UCD's Equality, Diversity and Inclusion Strategy 2018-2020-2025 sets out the University's objectives aligned to UCD's ten equality grounds. [Link](#)

UCD's Vice President for Equality, Diversity and Inclusion chairs the University EDI Group which works across UCD's ten equality grounds in collaboration with College Vice Principals for EDI and EDI School Representatives. UCD's Equality, Diversity and Inclusion Unit supports the mainstreaming of EDI through the EDI Group and these roles and leads on the delivery of the EDI Strategy through a range of initiatives including policy development, awareness raising and training, internal and external relationship building, collation and analysing of data, establishing peer support groups and networks, attainment of accreditations such as Athena SWAN and supporting and promoting an environment of mental health and wellbeing and dignity and respect.



UCD has EDI staff networks which are a great opportunity to meet colleagues, network and engage with equality, diversity, and inclusion initiatives in UCD.

UCD's EDI Staff Networks include:

- UCD staff disability network
- UCD LGBTI staff network
- UCD Women@STEM
- Multicultural Employee Network UCD (MENU)

You can join UCD's EDI Staff Networks here: <https://www.ucd.ie/equality/groups/edinetworks/>

UCD is also engaged with the following initiatives:





Athena SWAN at UCD

University College Dublin has received its second Athena SWAN Bronze institutional award in recognition of the university's work towards gender equality. To achieve this accreditation, an institution must demonstrate that it has undertaken a thorough self-assessment of gender equality challenges and has developed a detailed action plan to tackle them. The [UCD Gender Equality Action Plan 2020-2024](#) was prepared by the [Gender Equality Action Group](#) and its Working Groups, in a process that involved external benchmarking, an EDI employee survey, focus groups and consultation across the university. It includes actions relating to recruitment, promotions, leadership, work practices, organisation and culture. The implementation of the Plan is already underway and includes mechanisms to track progress on each of the actions. This action plan includes the actions that arose from the review of the university's policy and procedures on Dignity and Respect.

Age-Friendly University

University College Dublin is proud of its designation as an **Age-Friendly University** as part of the AFU Global Network. The principles of an Age-Friendly University are: To encourage the participation of older adults in all the core activities of the university, including educational and research programmes.

University of Sanctuary

UCD was awarded **University of Sanctuary** status in 2018, (UoS) is an Irish initiative to encourage and celebrate the good practice of universities, colleges and other education institutes welcoming refugees, asylum seekers and other migrants into their university communities and fostering a culture of welcome and inclusion for all those seeking sanctuary.

Open Doors Initiative

UCD has joined a group of over 95 companies and NGOs, who work with government to create pathways to employment for marginalised people. These can be internships, scholarships, training courses, aiding entrepreneurs or full/part time employment, from a range of backgrounds and abilities.

These can be developed out on a bespoke basis with organisations to include specific projects. This group work with refugees, asylum seekers and migrants, people with disabilities and disadvantaged youth (including those from a traveller background, LGBTIQ+ etc).

They offer online training, mentorships, assisted learning, seminars, inhouse training for existing employees on a range of subjects and can assist with funding for training courses you run. They have ongoing meet ups with other companies and supporting partners who are working to create diversity and inclusion within their organisations.

More details are available on our website here: www.opendoorsinitiative.ie

Supplementary information:

Unless otherwise specified, URLs to the relevant home page(s) will be inserted by HR.

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| The University: | https://www.ucd.ie/ |
| UCD Strategy 2020-2024: Rising to the Future | https://strategy.ucd.ie/ |
| The College/Management Unit: | https://www.ucd.ie/chas/ |
| The School/Programme Office/Unit: | https://www.ucd.ie/vetmed/ |
| Other (Please specify): | |

Relocation Expenses:

- Will not apply
 Will be applied in accordance with the [UCD Relocation Policy](#)

Garda Vetting required:

- NO**
 YES – Garda Vetting will be conducted for the recommended candidate(s) as part of the selection process for the post in accordance with the [UCD Garda Vetting Policy](#)

Informal Enquiries ONLY to:

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| Name: | Robin Farrell |
| Title: | Director - Veterinary Nursing |
| Email address: | Robin.Farrell@ucd.ie |
| Telephone: | 01 716 6015 |

| <i>Eligibility to compete and certain restrictions on eligibility</i> | |
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| Incentivised Scheme for Early Retirement (ISER): | It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position |
| Department of Health and Children Circular (7/2010): | The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to complete in this competition. |
| Collective Agreement - Redundancy Payments to Public Servants: | The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister’s consent will have to be secured prior to employment by any public service body. |

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| <p>Declaration:</p> | <p>Applicants will be required to sign a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.</p> |
| <p>Superannuation and Retirement:</p> | <p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered an appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> |
| <p><i>a. Pensionable Age</i> - The minimum age at which pension is payable is 66 in line with State Pension age changes.</p> <p><i>b. Retirement Age</i> - Scheme members must retire at the age of 70.</p> <p><i>c. Pension Abatement:</i></p> <ul style="list-style-type: none"> • If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position. • Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007 The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment). • Ill-Health-Retirement Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment. <p><i>d. Prior Public Servant</i> - While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the UCD Pension Scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension</p> | |

accrual as outlined below:

e. Pension Accrual - A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f. Pension-Related Deduction - This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.