



UCD Agile – Purpose and Terms of Reference

Purpose

The purpose of the UCD Agile Steering Committee (the Committee) is to oversee and support the activities of UCD Agile as it delivers its remit as set in Strategic Initiative Six of UCD's 2015-2020 strategy – Increasing Agility and Effectiveness – and as formalised by the UMT at its June 30 2015 meeting.

This increased agility and effectiveness will be achieved on a long-term and sustainable basis by meeting the following objectives:

Empowering people

- Build and develop leadership capacity and capability at all levels within the university through the devolution of appropriate authority, and the positive empowerment of staff.
- Develop the enhanced capacity to capture and capitalise on creative potential across the community.

Delivering value and excellence

- Increase capacity to deliver value to beneficiaries of University processes.
- Ensure excellence in processes as benchmarked by relevant international comparators.

Developing a continuous improvement culture

- Enhance institutional competence in continuous process improvement and responsiveness.
- Develop an embedded ethos of continuous process improvement in order to create a robust system to quickly identify and address issues and inefficiencies.
- Increase capacity to identify and eliminate non value adding process steps in order to allow efforts to be invested elsewhere.

UCD Agile acts to support these objectives as it delivers its remit in support of Strategic Initiative 6 as set by the UMT in June 2015.



Terms of Reference

1. The Committee will advise on, develop and oversee the implementation of a strategic agenda for UCD Agile, ensuring that the priorities of same are aligned with the University Strategy.
2. The Committee will approve the annual work programme and report at least annually to the UMT on progress against this programme.
3. The Committee will ensure effectiveness of UCD Agile's activity by monitoring the work programme and project outcomes ensuring that stated objectives are met.
4. The Committee will decide on the optimum projects and implementation pathways for process improvement in UCD based on inputs from UCD Agile.
5. The Committee will ensure resources are available and committed to the agreed implementation plan.
6. The Committee will champion and provide oversight to the agreed implementation plan.

In addition the Committee will support UCD Agile in the following ways:

Representation

Proactively advocate for the work of UCD Agile on a collective and individual basis both within university fora and local operational areas

Communication

Provide assistance with the dissemination of process improvement information and best practice to relevant academic and administrative staff.



Composition

The following shall be members of the Committee:

Chair: Mark Rogers, Registrar and Deputy President

Marie Clarke, Dean of Arts

Tadhg Corcoran, Projects Coordinator, UCD Estates

Donal Doolan, Head of Financial Management, Bursar's Office

Roy Ferguson, Director of Quality Assurance

Kevin Griffin, Director of Registry, UCD Registry

John Howard, Librarian, UCD Library

Cecily Kelleher, College Principal, College of Health Sciences & Agriculture

Triona McCormack, Director of Research, UCD Research

Martin McNamara, Head of School, UCD School of Nursing, Midwifery and Health Systems

Dominic O'Keefe, Director of Student Services and Facilities

Claire O'Malley, HR Relationship Director, UCD HR

Colin Scott, College Principal, College of Social Sciences & Law

Seamus Shaw, Chief Technology Officer, IT Services

The Committee may co-opt representatives as required ensuring the appropriate expertise is available to conduct its business effectively.

Support

UCD Agile shall provide administrative support as required to the Committee.

Conduct of Business

- The first meeting of the Committee will be convened by the chair with at least seven days' notice
- The initial schedule of meetings of the Committee will be proposed by the Team and agreed at the first meeting of the Committee.
- The agenda for each meeting and the minutes of the previous meeting will be circulated in advance of all meetings.

Reporting

UCD Agile, under the direction of the Registrar and Deputy President, will report to the Committee. The Committee will report to UMT, at least annually, via the chair.