



College Management Unit	UCD College of Health and Agriculture Studies
School Unit	UCD School of Veterinary Medicine
Post Title & Subject Area (if relevant)	Senior Executive Assistant
Post Duration	Fixed term contract 6 months
Grade	Senior Executive Assistant
Job Family and Career Level	Academic & Programme Operations and Management (APOM) – Career Level 2
Job Sizing Reference N^o	n/a
Line Manager	Clinical Director or appointed nominee
Competition Ref. N^o	018019
HR Administrator	Natalia McDonagh

Position Summary:

UCD Veterinary Hospital is seeking to appoint a capable and enthusiastic individual to provide support to the Clinical Director and their team. . The successful applicant will ensure operational efficiencies within the hospital and ongoing compliance with relevant SOPs. The ideal candidate will be a strong team player and have excellent communication skills. An ability to plan and prioritise workloads to ensure that all tasks and projects are delivered within specified/agreed timelines is essential.

Principal Duties and Responsibilities:

- Provide key administrative back up to support the Clinical Director function
- Develop and enhance communications within the hospital and with external stakeholders
- Organise hospital management meetings (producing agendas, compile and prepare reports and minute taking)
- Support the Director in the implementation of hospital administrative & operational policies.
- Manage and update hospital protocols annually in compliance with mandatory regulatory requirements
- Provide reports as required to the Clinical Director and Head Nurse
- Support the development and maintenance of the hospital’s website and social media interface, including:
 - Writing and editing content/information for the website
 - Designing promotional material
 - Uploading current staff files
 - Maintaining website data
 - Multimedia design
- Arranging catering for hospital events and meetings
- Oversee staff expenses and invoices
- Maintain databases and filing systems
- Maintain HR processes such as recruitment, contract renewals, work permits, pay claims, new staff set-up, orientation, sick leave & annual leave.
- Coordinate travel logistics and accommodation for visitors.
- Act as point of contact with UCD HR and support all aspects of staff resourcing and recruitment, including interview scheduling, Visa requirements etc.

- Provide Administrative support to School Committees where appropriate.

Salary: 95 Senior Executive Assistant_2010 (0123_X) €45,241 - €55,165 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/>

UCD is committed to creating an inclusive environment where diversity is celebrated and everyone is afforded equality of opportunity. 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. 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.

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 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 either a large organisation or a third level institution and/or a third level degree.

Functional Competencies

- **Business Analysis** - Translate user requirements into solutions. Documents processes, writes reports and creates a continuous improvement culture.
- **Data Management** - Knowledge of best practice data management and data governance practices.
- **Operational Resilience** - Maintaining stamina and performance in everyday tasks and acting effectively under pressure in busy Veterinary Hospital environment. 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.
- **Support Guidance, Advice** - Provides support, guidance and advice to students, faculty and staff. 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. This may include the need to be aware of the support services available within the School/Hospital. .
- **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

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.
- **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.
- **Managing Change:** 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:** A Team player and an ability to build effective working relationships encourage cooperation and collaboration in others and foster partnerships to achieve results.

Desirable:

- Prior experience in a third level environment.
- Experience of maintaining a variety of Multimedia platforms

Supplementary information:

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/ - https://www.ucd.ie/vthweb/
Equality Diversity and Inclusion at UCD	https://www.ucd.ie/workatucd/diversity/

Informal Enquiries ONLY to:

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