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| **Instructions:** Please complete in soft copy. Note, **all** sections are mandatory - unless specified otherwise.  Further instruction on completing this from is specified in the body of the form in this font. | |
| **College | Management Unit:** |  |
| **School | Unit:** |  |
| **Post Title & Subject Area** *(if relevant)* |  |
| **Post Duration:** |  |
| **Line Manager** |  |
| **Grade:** |  |
| **Competition Ref. N⁰** | *Completed by HR* |
| **HR Administrator** | *Completed by HR* |
| **Relocation Expenses** | *Please delete if not relevant* |
| **Garda Vetting** | *Please delete if not relevant* |
| Position Summary: Please describe the nature and purpose of the post (approx 100 – 150 words) | |
| **Principal Duties and Responsibilities:**        **Particular to this position:**  Please note this section is optional. Examples include, Details of set hours, peak periods, dress code or job-sharing conditions etc. | |
| **Salary: € - €** *Completed by HR*  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 welcomes applications from everyone. We are committed to creating an environment where diversity is celebrated and everyone is afforded equality of opportunity. Learn more about Diversity at  <https://www.ucd.ie/workatucd/diversity/> | |
| **Selection Criteria**  Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria. | |
| Mandatory: | |
| **Experience and Qualifications**  **Mandatory Criteria as part of the UCD Equality, Diversity and Inclusion Agenda**  You must select and include the appropriate criterion for the role under the mandatory section of the Job Description. For further information and details of the “equivalent levels” of Faculty and other staff, please contact your Resourcing Consultant.  Criteria for grades AOII – AOIA and equivalent levels of Faculty and other staff   * Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.   Criteria grades SAOIV – SAOIII and equivalent levels of Faculty and other staff   * Candidates must demonstrate how they can positively contribute to fostering an inclusive environment and a level of awareness of equality, diversity and inclusion.   Criteria for senior roles - UMT plus direct reports and SAOII or equivalent levels of Faculty and other staff   * Candidates must show evidence of leadership in and/or demonstrated commitment to gender equality and the broader equality, diversity and inclusion agenda. | |
| Desirable: | |
| * etc. | |

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| **Supplementary information:**  Unless otherwise specified, URLs to the relevant home page(s) will be inserted by HR. | |
| The University: | <https://www.ucd.ie/> |
| UCD Strategy 2020-2024: Rising to the Future | <https://strategy.ucd.ie/> |
| The College/Management Unit: |  |
| The School/Programme Office/Unit: |  |
| Equality Diversity and Inclusion at UCD | https://www.ucd.ie/workatucd/diversity/ |
| **Informal Enquiries ONLY to:**  Please note this section is optional. Applications will be addressed to an assigned HR administrator.   |  |  | | --- | --- | | Name: |  | | Title: |  | | Email address: |  | | Telephone: |  | | |