



**Maynooth
University**

National University
of Ireland Maynooth

Arduithe Céime Riaracháin Administrative Promotions 2023

Oifigeach Riaracháin II (ORII) Administrative Officer II (AOII)

Seisiún Eolais Information Session

This presentation is intended to provide general guidance only, and may be revised from time to time. The information provided cannot and does not replace or supersede the information contained in the University's promotion schemes. While every effort has been made to ensure the information provided is up to date and correct, in the case of any discrepancy between information provided in this slide deck and the University's promotions schemes, the latter takes precedence.

Documentation

- Call for Promotion Document (Appendix 1 Behavioural Competencies)
- Application Form (Appendix 1 Generic Role Profiles)
- Internal Reference Letter

<https://www.maynoothuniversity.ie/human-resources/administrative-promotions/admin-officer-ii>

Eligibility

Eligibility criteria

- All Senior Executive Assistants (permanent and/or temporary) who, by the closing date for applications, will have worked at the grade of Senior Executive Assistant or higher for a **minimum of three years over the last five years**, by the closing date for applications.

Note

- includes periods of statutory leave
- but not career break or unpaid leave of absence

Application Process

Competencies (Appendix 1 of Promotion Scheme)

The *four* Core University Competencies must all be included:

- Service Orientation;
- Strives for Organisational Excellence
- Collaboration and
- Ethical Integrity.

Candidates must also pick three of the following four options, which are role-specific (non-core):

- Problem Solving & Decision Making;
- Resilience;
- Communicating and Influencing and/or
- Analysis & Judgement.

Competencies

	Definition	Examples
Skills	Specific learned abilities that you will require to perform a given job successfully	Handling accounts; coding; welding; writing tenders; computer programming; foreign language proficiency
Competencies	Knowledge and behaviours that lead you to be successful in a job	Analytical ability; problem-solving; initiative; negotiation; improving business processes; strategic planning; data-based decisions

*Hayes

Application Process



Oifigeall Mhó Nuaid
Maynooth University
2023 Promóitiún to Gráda of
Senior Executive Assistant

Application Form

SECTION 1: CANDIDATE DETAILS	
Name:	
Staff Number:	
Email Address:	
Department:	
Date Appointed to EA Grade:	
Have you worked at EA grade for a minimum of two years over the last four years:	Yes/No

Strict word limits apply within the application form, and applications exceeding those word limits will be rejected.

SECTION 2: MAYNOOTH UNIVERSITY EMPLOYMENT HISTORY			
Please document below your current and previous positions/roles in reverse chronological order. (Please add further rows if necessary).			
	Position / Role	From (mm/yyyy)	To (mm/yyyy)
Current			
Previous			

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Application Form

- Section 1
 - Candidate details
- Section 2
 - MU Employment History
 - In reverse chronological order
- Section 3
 - Core Competency assessment
- Section 4
 - Non-core Competency assessment
- Note strict word limit

Application Process

Application Form

- Four Core Competencies. Demonstrate *Skilled* in all 4 Core Competencies.
- Select 3 out of 4 non-core Competencies (most relevant to current role). Demonstrate *Skilled* in these 3 Non-Core Competencies.
- Provide an example of each required area of competency, of how you have demonstrated the competencies relative to the promotional grade (AOII) for which you are applying for.
- Provide a summary and self-assessment of how you display each of the listed competencies in your *day-to-day* role within the University and explain how each demonstrated competency helps you to make a more coherent contribution to your role, team and/or Department.

Application Process

Application Form

- Max word count 600 words per competency
- All competencies weighted equally

Memorandum of Understanding

Please also see Appendix 1 (of application form) for a generic role profile, as agreed in the Memorandum of Understanding between the University and SIPTU.

General Advice

- Read all documents carefully
- Refer to the FAQ's
- Answer what is being asked for
- Be selective you can't cover everything
- Stay focussed and specific
- Be explicit about how you believe you have met the competency (at the skilled level)
- Describe the impact of what you have done
- Type forms and PDF them before sending in

General Advice

1. Situation/task - describe the task that needed to be completed or the situation you were confronted with...
2. Action - Explain what you did and how and why you did it.
3. Result - Describe the outcome of your actions.
4. Learnings/Development

Application Process

Letter of Reference

- Candidate's HoD/Immediate Manager or another nominated senior colleague within dept
- Assessing the candidate's suitability for promotion on the basis of their demonstrated competencies
- Max word count 100 words

Assessment Process

Assessment Boards

- The University reserves the right to constitute more than one Board if the number of candidates is very large;
- The Assessment Board will be comprised of a minimum of three suitably trained and competent people, with each member holding a grade at least two grades above the grade held by the candidates. For this process, this will be the grade of Administrative Officer Grade I or equivalent;
- The Board will be constituted in line with the University's EDI guidelines

Appeals

- Appeals Board - The role of the Promotions Appeals Board will be to consider appeals arising from the decisions of the assessment boards.
- Basis of appeals.
- Appeals must be submitted in writing, by email, to promotionschemes@mu.ie, for the attention of the Chair of the Appeals Board, within **twenty working days** of the date of issue of the letter of notification to the candidate.
Acknowledgment of receipt of appeal will be sent to the person appealing. Any appeals arising from the process will be concluded no later than **two weeks** from receipt of appeal.

Final Reminder

1. Application Form
2. Letter of Reference

Completed applications should be emailed to promotionschemes@mu.ie by **11.59pm, Friday, 19th May 2023.**

Late applications not permitted.

If you have queries on the promotions process, please e-mail the dedicated e-helpdesk at promotionschemes@mu.ie

For successful candidates, promotion will apply with effect from 1 October 2023.

Thank You

Ceisteanna/Questions