

Ollscoil Mhá Nuad

Maynooth University

**2023 Promotion to Grade of Senior Executive**

**Application Form**

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| **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 one year over the last four years:** | Yes/ No |

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

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| **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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| **SECTION 3: CORE COMPETENCY ASSESSMENT** |
| Assessment is based on the proficiency levels of four Core Competencies and two additional non-core competencies. The two non-core competencies are the competencies, from the overall framework, that candidates consider most relevant to the SEA role.  The four Core University Competencies are:  • Service Orientation;  • Collaboration;  • Organisational Excellence; and  • Ethical Integrity.  The four Non-Core University Competencies are:  • Resilience;  • Institutional Commitment;  • Building Responsibility and Accountability; and  • Problem Solving & Decision Making.  Candidates are required to demonstrate that they are skilled in at least two of the core competencies, proficient in the remainder of the selected core competencies, and proficient in two non-core competencies, in order to be recommended for promotion. All competencies carry an equal weight.[[1]](#footnote-2)  Please also see Appendix 1 for a generic role profile, as agreed in the Memorandum of Understanding between the University and SIPTU.  Using the boxes below, please provide a summary and self-assessment of how you display each of the listed core 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. |

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| **CORE COMPETENCY 1** | **SERVICE ORIENTATION** | | |
| Please identify your self-assessed level of competency: | | Proficient | or Skilled |
| Using the box below, candidates are required to illustrate how they contribute to a service-oriented culture by always seeking to put the individual first, aiming to continuously improve service quality, and proactively seeking to understand, uphold and respond to the service user’s needs. | | | |
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| Please state your word count here (no more than 600): | | | |

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| **CORE COMPETENCY 2** | **ORGANISATIONAL EXCELLENCE** | | |
| Please identify your self-assessed level of competency: | | Proficient | or Skilled |
| Using the box below, candidates are required to illustrate how they promote and deliver quality and operational excellence, seek out & adopt best practice methods. | | | |
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| Please state your word count here (no more than 600): | | | |

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| **CORE COMPETENCY 3** | **COLLABORATION** | | |
| Please identify your self-assessed level of competency: | | Proficient | or Skilled |
| Using the box below, candidates are required to illustrate how they build effective relationships & create partnerships internally and/or externally and demonstrate an interest in, respect for and understanding of others and promote an inclusive environment. | | | |
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| Please state your word count here (no more than 600): | | | |

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| **CORE COMPETENCY 4** | **ETHICAL INTEGRITY** | | |
| Please identify your self-assessed level of competency: | | Proficient | or Skilled |
| Using the box below, candidates are required to illustrate how they uphold the University’s values of equality, diversity and inclusion and demonstrate integrity and display respect and honesty when dealing with others within the University and beyond. | | | |
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| Please state your word count here (no more than 600): | | | |

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| **SECTION 4: NON-CORE COMPETENCY ASSESSMENT** | | | |
| Candidates must provide a summary and self-assessment of how they are proficient in two of the following four non-core competencies in their day-to-day role within the University:   * Resilience; * Institutional commitment; * Building responsibility and accountability; and/ or * Problem solving & decision making.[[2]](#footnote-3) | | | |
| Candidates must indicate which of the two non-core competencies they have selected in this section (no more than two can be selected). | Resilience | |  |
| Institutional commitment | |  |
| Building responsibility and accountability | |  |
| Problem solving & decision making | |  |
| **NON-CORE COMPETENCY 1** | | | |
| Name of selected first non-core competency: | |  | |
| Using the box below, candidates are required to illustrate how they meet the first of their selected non-core competencies. | | | |
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| Please state your word count here (no more than 600): | | | |
| **NON-CORE COMPETENCY 2** | | | |
| Name of selected second non-core competency: | |  | |
| Using the box below, candidates are required to illustrate how they meet the second of their selected non-core competencies. | | | |
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| Please state your word count here (no more than 600): | | | |

Completed applications should be emailed to [promotionschemes@mu.ie](mailto:promotionschemes@mu.ie) by **11.59pm, Friday, 24 February 2023**. Late applications will not be accepted under any circumstances.

**Graphical user interface, text, letter

Description automatically generatedAppendix 1**

1. Please refer to the [SEA Promotion Call document](https://www.maynoothuniversity.ie/sites/default/files/assets/document/Administrative%20Promotions%20-%20SEA%20-%20Promotion%20Call%20%282023%29_0.pdf) for definitions on the required competencies. [↑](#footnote-ref-2)
2. Please refer to the [SEA Promotion Call document](https://www.maynoothuniversity.ie/sites/default/files/assets/document/Administrative%20Promotions%20-%20SEA%20-%20Promotion%20Call%20%282023%29_0.pdf) for definitions on the required competencies. [↑](#footnote-ref-3)