1 Purpose of Policy

This policy sets out the procedures for promotion from the grade of Technical Officer to the grade of Senior Technical Officer.

2 Technical Grades

In line with the Report of the Expert Group on University Technician Grades – 2005, the following are the current grades of Technical Staff in the University:

1. Technical Officer
2. Senior Technical Officer
3. Chief Technical Officer II
4. Chief Technical Officer I

Technical Officer, Senior Technical Officer, Chief Technical Officer II and Chief Technical Officer I posts may be advertised on a permanent or a fixed term basis.

The job description must contain one of the above titles as part of the post title, as appropriate.

The appointment or promotion to the grade of Chief Technical Officer will be through open completion.

Competitions will, normally, be advertised internally, in the first instance.

3 Key Principles

The procedures used by the University for Promotion to Senior Technical Officer will be open, transparent and equitable and judged on an individual basis.

4 Equality and Diversity

The University is committed to advancing equality of opportunity and in sustaining an environment that values and celebrates the diversity of all members of the University Community. It is committed to creating an environment free from discrimination across the 10 University grounds of: gender, civil status, family status, sexual orientation, religion or belief, socio economic status, age, disability, race or membership of the travelling community. This applies to all areas including access to

employment or a programme of study, training, development, and promotion.

5 Eligibility to Apply for Promotion to Senior Technical Officer[1]

5.1 Employees who commenced in UCD prior to November 2006 and are at the top of the Technical Officer pay-scale

A candidate for promotion must:

- Hold a N.C.E.A Diploma or equivalent
- Have at least 5 years' experience at Technical Officer grade

5.2 Employees who commenced in UCD after November 2006 and are at the top of the Technical Officer pay-scale

A candidate for promotion must:

- Hold a Masters Degree or equivalent
- Have at least 5 years' experience at Technical Officer grade

6 Criteria for Promotion to Senior Technical Officer

The Technical Staff Committee, in assessing an application for promotion considers the following:

- Academic achievement as demonstrated by the award of a Masters Degree equivalent (post 2006) or N.C.E.A. Diploma or equivalent (pre-2006) or its recognised equivalent;
- Evidence, as appropriate to the discipline, of:
  - Technical Skills;
  - Health and Safety;
  - Management and Planning;
  - Interpersonal Skills;
  - Service Requirement;
  - Innovation/Flexibility/Adaptability.

The above criteria along with a range of competencies and behaviours are identified for technical staff as part of the Development Framework for Technical Staff which can be found on the HR website. The Framework is a tool that should be used to reflect both personally and within the context

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[1] In accordance with a 2001 Agreement with UNITE and application of the Expert Group Report of 2005

of a development conversation on the strengths and opportunities for growth for Technical Staff.

7 Application Process

Candidates for promotion to Senior Technical Officer will be required to submit the following documents:

- A completed Application Form (which can be downloaded from the UCD HR website).

8 Assessment of Applications

The assessment of applications will be a rolling process and the Technical Staff Committee will meet 3 times a year to review applications for promotion.

In all cases, the Technical Staff Committee will consider the candidate's application form including the Head of School/Unit's commentary.

The relevant Head of School/Unit or nominee may be invited to the Technical Staff Committee meeting to answer questions that the Committee may have in relation to the application.

The Technical Staff Committee will review the applications for promotion to Senior Technical Officer against the agreed criteria and will recommend candidates for promotion.

The names of the candidates recommended for promotion by the Technical Staff Committee will be forwarded to the President for approval.

The effective date of promotion will be the date that Technical Staff Committee's recommendation for promotion is approved by the President.

9 The Technical Staff Committee

The membership of the Technical Staff Committee is as follows:

College Principal (Chair) x1
Head of School/Unit x 2
Union Representative x1
HR Representative x1

The membership term of the Technical Staff Committee will generally be on a 3-year rolling basis, which may be renewed, in exceptional

circumstances, for up to a further 3 years to ensure consistency and continuity.

Membership of the Technical Staff Committee is subject to review by the President, who will take into account the need for gender balance and diversity as appropriate

Members of the Technical Staff Committee will have completed Unconscious Bias Training.

10 Feedback

In the interests of transparency, best practice and staff development, all candidates will be given written feedback on their application by the Chairperson, or nominee, and one other member of the Technical Staff Committee. This feedback will be made available *after* candidates have been formally advised of the outcome of their application for promotion. Accurate notes will be taken as part of the process that reflect the basis of the decision made, these notes will support the communication of the promotion decision and a link will be developed between the feedback received and the Performance for Growth process, when established, so that feedback can be incorporated into an individual's development plan.

In cases where candidates are unsuccessful in their application for promotion, the candidate should work closely with their Head of School/Unit to agree a plan of supported development with a view to satisfying the requirements for promotion to Senior Technical Officer at a later date. Any specific issues should be discussed with the Head of School/Unit who may refer back to the Committee, as appropriate

11 Policy Revision History

Version	Date	Description	Author
1.0	January 2016	Creation of Interim Policy	UCD HR
2.0	June 2017	Changes made to the Interim Policy for Promotion to Senior Technical Officer following a review by the Technical Staff Committee and an Equality Impact Assessment.	UCD HR
2.1	March 2020	Changes made to the Policy for Promotion to Senior Technical Officer. Section 5 – Eligibility	UCD HR