



OLLSCOIL NA GAILLIMHÉ  
UNIVERSITY OF GALWAY

<b>Post Title &amp; Subject Area:</b>	Placement Officer
<b>Unit:</b>	J.E. Cairnes School of Business & Economics
<b>Post Duration:</b>	SPC
<b>FTE:</b>	1 FTE
<b>Grade:</b>	Grade 4
<b>Reports to:</b>	Breda Kenna
<b>Comp Ref:</b>	011323



## 1. Job Advertisement

Applications are invited for an appointment as Placement Officer, Grade 4, in J.E Cairnes School of Business & Economics at University of Galway.

This post is being offered as a specific purpose contract and will terminate by reason of the expiry of its specific purpose. It is anticipated that the duration of this assignment will be circa 12 months.

Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2025-30 - University of Galway](#)

For informal enquiries, please contact [Breda.Kenna@universityofgalway.ie](mailto:Breda.Kenna@universityofgalway.ie)

**Salary: €54,043 - €69,801** pro rata for part time/short term roles (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the [QA321 University's Remuneration & Payroll Policy](#).

This appointment will be made on the Grade 4 pay scale in line with current Government pay policy.

**Closing date for receipt of applications is 17:00 (Irish Time) on Thursday, 2<sup>nd</sup> of October 2025. It will not be possible to consider applications received after the closing date.**

Garda vetting may apply.

Appointments will be conditional on work authorisation validation. Further details are available at [www.dbei.ie](http://www.dbei.ie)

For more information and Application Form please see [Jobs - University of Galway](#). Applications should be submitted online. Please see further information on how to apply here: [E-Recruit - University of Galway](#) and [Guidelines for On-line Applications \(universityofgalway.ie\)](#)

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

University of Galway is an equal opportunities employer.

## 2. Role Relationships

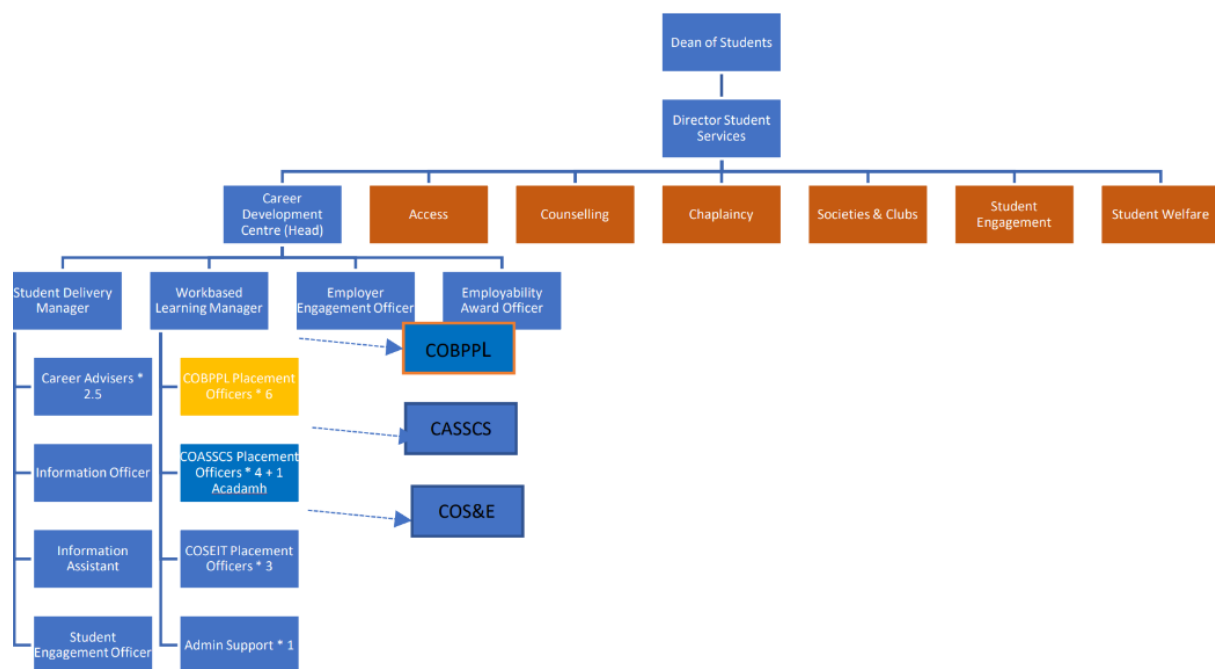
**Reporting directly to the Work Based Learning Manager the post holder will have specific daily contact with.**

- Work Based Learning Manager
- Head of CDC
- Heads of Schools in COBPPL
- Programme Directors, academic and administrative staff in the COBPPL
- Employers, professional and industry representative bodies
- Students participating in placement
- Placement Officers, Global Employability Team, Careers Advisers and administrative staff in the Career Development Centre
- Disability Support Services and wider Student Services Staff

**The post holder has general contact with:**

- Academic, Technical and Administrative staff
- External Organisations
- Academic Administration
- Alumni Relations and NUI Galway Alumni

**Organisation chart to illustrate position of job holder:**



### **3. Main Purpose of Job**

This role has responsibility for the implementation of the student placement process in the JE Cairnes School of Business, Public Policy & Law. The placement element of programmes is designed to ensure a high-quality student learning experience with a view to enhancing employability. The role of the post is to work in close co-operation with academic staff in preparing students for placement, following placement best practices and policies. The post holder will establish and maintain partnerships and relationships with potential placement organisations/employers and leverage these relationships for the best outcomes for all stakeholders (e.g. students, programmes, Schools and employers). Communication, reporting and collaboration with the staff of Schools and the Colleges is crucial as well as advanced negotiating capacity in managing communications and capacity to represent the University externally.

### **4. Main Duties and Responsibilities**

The following are the main duties and responsibilities attaching to the post:

- Responsible for sourcing and organising quality internships and work-based learning opportunities for students taking into consideration academic standard requirements, individual student requirements, employer needs and overall University of Galway objectives.
- Manage the placement process with the Programme Directors, Course Co-Ordinators and Post graduate Internship Director and provide support to students while on placement.
- Work in partnership with academic staff to develop and deliver a programme of support (including one to one support) to prepare students for work placement: preparation for placement, application process, effective workplace performance and reflection on learning.
- Work in partnership with the Disability Support Office to support students with disabilities going on placement and document Placement Planning report to specify reasonable accommodations.
- Use a range of innovative approaches to build the employer contact database, identifying new opportunities to maximise the quality and number of placement opportunities offered to students.
- Provide reports on progress against monthly targets and collate and report on statistics arising from both student and employer surveys.
- Proactively keep up to date and informed on the latest internship, graduate recruitment and development practices within large employers and SMEs, maintaining knowledge of current and likely future employer needs, maintain existing employer relations.
- Coordinate and attend site visits to students on placement in partnership with academic staff.

- Take responsibility for ensuring that students undertaking overseas work placement have adequate insurance cover, visa, or required working permits and documentation for the country in which they are undertaking their work placement.
- Contribute to the achievement of the Career Development Centre Employer Engagement Strategy and visit targeted companies to build relationships and promote awareness of the range of academic programmes, activities and resources existing in the University.
- Adhere to Work Based Learning Policies & Procedures and contribute towards the development of same.
- Assist in marketing the placement opportunities and programme.
- Represent the University at relevant events e.g. company launches, seminars, graduate fairs, open-days and other information events.
- Maintain continuous professional development including professional membership(s) if applicable.
- Co-operate and assist with work activities, duties and changes that may arise from time to time and as decided by the Head of CDC and the Head of the Discipline, School and Dean of College as appropriate.

## **5. Requirements for the role:**

**The successful candidate will demonstrate the eligibility requirements below in terms of qualification, skills and experience:**

### **Essential Requirements**

- A primary degree (at least level 8 or equivalent), preferably in the area of Business and IT.
- A minimum of three years recent and relevant work experience in related sectors e.g. the recruitment sector (previous experience in sourcing new business/clients and managing candidates in the recruitment process) or employer engagement roles with a good knowledge of related Finance and IT industry sectors.
- Evidence of effective networking, influencing skills and relationship building with employers, students and academics.
- Proven ability to work effectively as part of a team and independently.
- Excellent communication skills and presentation skills, with evidence of experience in group workshop facilitation and/or teaching.
- Evidence of strong organisational and project management skills.
- Track record in achieving targets in a competitive environment.
- Knowledge of the higher education environment, work based learning and relevant academic programmes.
- Report writing and analytical skills.
- ICT skills with proficiency in the use of social media.

**Desirable Requirements**

- Postgraduate qualification.
- Placement experience in education or related sector.
- Be a clear, analytical and decisive thinker with good problem-solving ability.

The above criteria will be utilised to shortlist and select candidates for interview.

A panel of suitable candidates will be formed for future placement officer roles.

## **Application**

### **A. Existing University of Galway employees**

If you are an existing University of Galway employee, please use the University of Galway Core Portal to apply for this post. The following is a link to the Core Portal <http://ess.universityofgalway.ie>. Core Portal user guides can be found at <https://www.universityofgalway.ie/human-resources/employeeselfservice/>. Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date. Please note that closing dates/times cannot be extended for user error.

Unfortunately, late applications cannot be accepted.

Please note agency staff will need to have three months' continuous service at the closing date of the advertised post. Further information on CORE portal can be found here [CorePortal User Guide - University of Galway](#).

Employment permit restrictions apply for this category of post.

The completed application document must be submitted online to reach the Human Resources Office no later than **17:00 (Irish Time) on Thursday, 2<sup>nd</sup> of October 2025**.

### **B. All applicants will receive an acknowledgement of application.**

If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact [recruit@universityofgalway.ie](mailto:recruit@universityofgalway.ie) or telephone 091-492151.

### **C. Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees are ineligible to apply for this position.

### **D. Pension Entitlements:**

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Compulsory retirement age will be 70.

**F. Collective Agreement: Redundancy Payments to Public Servants:**

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Please refer to Revenue circular ([www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf](http://www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf)) for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from University of Galway.

**G. Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

**H. Declaration:**

Applicants will be required to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However, it is not intended to be an exhaustive



list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

#### **J. Work Permits:**

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible. For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website [www.djei.ie](http://www.djei.ie). Please see list of ineligible categories for work permits at <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility//>

### **Assessment Procedure**

#### **A. Board of Assessors**

Applications will be considered by a Board of Assessors, who will shortlist and interview candidates. All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

#### **B. Interview Dates**

Candidates will be advised of arrangements in due course. We endeavour to give as much prior notice as possible for interview dates etc. Candidates should make themselves available for interview and presentation on the date(s) specified by the University.

Candidates who do not attend for interview or other test when and where required by the University or who do not, when requested, furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

#### **C. Referees**

Referees listed on the application form of the successful candidate will be contacted following interview, with the exception of academic posts.

#### **D. Offer**

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority. The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination.

Once a conditional job offer has been made, the candidate will be asked to complete a confidential pre-employment health questionnaire that the University's Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post. The information provided on the questionnaire will be used (i) to assess the candidates medical capability to do the job applied for; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.

Human Resources Office.