



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

Post Title & Subject Area:	Global Development Executive
Unit:	Global Galway
Post Duration:	Specific Purpose Contract
FTE:	1 FTE
Grade:	Grade 4
Reports to:	Global Development Manager
Comp Ref:	011369



1. Job Advertisement

Applications are invited for an appointment as Global Development Executive, Global Galway, Grade 4, 1 FTE, SPC 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 11 months.

A university renowned for its teaching and research, with a prestigious history, we rank among the top 2% of Universities in the World. Our campuses and research centres are located across the Western seaboard of Ireland in a region rich with culture and traditions.

We already attract talented students and staff from around the world, but we want to increase our impact and reach. We aspire to be a global university that creates opportunities where everyone can thrive through a shared responsibility for our future and leave a mark on the global stage.

The Global Development Executives will work with the Global Development Managers in delivering University of Galway's student recruitment strategy as part of the Global Recruitment team. Working closely with marketing colleagues and with the global teams within each College, you will play a critical role in the development and implementation of our global recruitment strategy in our key markets. Role holders are also expected to support recruitment in other regions according to business needs.

We are looking for people with a real passion for the international recruitment, able to adapt to an ever-changing landscape, and who relish to the opportunity to travel internationally on a regular basis. We would particularly welcome applications from candidates with experience in working in the following regions at this time:

the USA, including Study Abroad recruitment;

the Middle East including sponsor including Sponsor engagement;

South Asia, East Asia, South East Asia

Additional information on the International Office is available at:

<http://www.UniversityofGalway.ie/international-students/>

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

For informal enquiries, please contact please contact one of our Global Development Managers:

- Caio Muller caio.muller@UniversityofGalway.ie
- Trista Huang trista.huang@UniversityofGalway.ie
- Johanna Walsh Johanna.walsh@universityofGalway.ie

Salary: €54,043 - €69,801 per annum 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, 30th 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

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

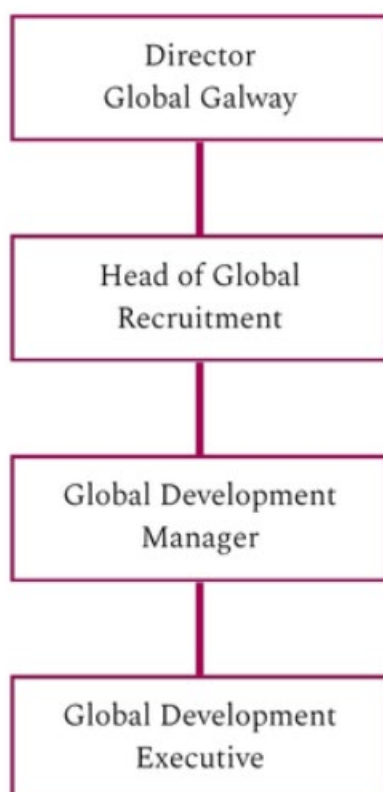
Reporting directly to the Global Development Manager the post holder will have specific daily contact with.

- Global Development Manager (line manager)
- Head of Global Recruitment
- Director Global Galway
- Global Galway team members
- College global teams
- Vice President International
- Colleges: Heads of School, Programme Directors
- Professional Units: Academic Administration/Registry, Student Recruitment and Outreach Office, Marketing and Communications
- External partners
- Prospective students

The post holder has general contact with:

- Academics
- Students

Organisation chart to illustrate position of job holder:



3. Main Purpose of Job

To support the Global Development Manager in delivering University of Galway's student recruitment strategy in one or more designated region.

You will be part of the Global Recruitment team. Working closely with marketing colleagues and with the global teams within each College, you will play a critical role in the development and implementation of our global recruitment strategy in one or more region. This will involve identifying new market opportunities, identifying and managing partners across the designated region, developing and running marketing campaigns and reporting on the achievement of student recruitment targets for the region.

Global Galway, incorporating the current International Office, delivers operational support to Colleges and Professional Services for international student recruitment, global partnerships and global mobility for staff and students to enable the delivery of an ambitious 5-year internationalisation strategy to establish University of Galway as a global university.

While the role holder will be expected to have experience in one or more of the regions identified as a target market for the University's recruitment efforts, the successful candidate may be required to work in any region of the world as necessary to support the University's recruitment strategy for international and study abroad students. Regions are currently defined as: The Americas; Sub-Saharan Africa; Middle East and North Africa; Europe and Central Asia; South Asia; East Asia and South East Asia.

4. Main Duties and Responsibilities

Student Recruitment

- To work with the Global Development Manager in the delivery of University of Galway's internationalisation strategy to generate enquiries, applications and subsequent enrolments for the University's programmes within one or more region.
- To develop, oversee and manage recruitment partners within one or more region providing training, support and expertise to maximise their potential.
- To be responsible for the implementation and delivery of planned engagement activities within the designated region.
- To work with the Global Development Manager and Conversion Team to support the transition of students through the recruitment funnel from enquiry to enrolment
- To work with the Global Development Manager and associated lead managers to design, implement, monitor and report on subject and market-based campaigns as required.
- To work with the Global Marketing Team to create bespoke marketing materials and campaigns.

- To record and monitor international student applications from the assigned region(s), and to make recommendations to the Global Development Manager on new initiatives and ideas.
- To undertake administrative support for associated international student recruitment events, including event booking, organising logistics, itineraries, travel and accommodation, materials, expenses/advances, risk assessments.
- To identify and develop new opportunities for student recruitment through a spectrum of channels; digital, agents, training organisations, universities, schools and colleges within the designated region.
- To collect and interpret market intelligence, making recommendations to the Global Development Manager to enable an agile and proactive approach to the market.
- To contribute to the development of the wider international strategy and new initiatives by undertaking independent research, data analysis and drafting papers for working groups and committees.
- Intermittent travel overseas is anticipated throughout the year (not expected not to exceed 12 weeks) in support of the work of Global Galway and achievement of regional recruitment targets.

Stakeholder Support and Management

- To support the development of annual marketing and recruitment strategies for the designated region and annual situational analysis of priority countries within that region.
- To be responsible for developing, managing and monitoring the operational budget for one or more regions if required, reporting regularly to the Global Development Manager on all matters pertaining to the region and ROI from events and activities.
- To work with the Global Development Manager and academics, to build internal relationships across the University to acquire a depth and breadth of knowledge of programme subject areas.
- To liaise and work collaboratively with internal (academics and Professional Services) and external stakeholders to support the international student recruitment and conversion and enhance the students' experience at University of Galway.
- To liaise with other areas of Professional Services including the Student Recruitment and Outreach office, in relation to CAO application process and timeline as appropriate.
- To support the Global Development Manager in ensuring all publicity material is comprehensive, up to date and relevant.

Administration and others

- To undertake administrative duties to support staff, wherever necessary, across the global team and University of Galway.
- To support Global Galway during Open Days or Applicant Days if required and available.

- To contribute to the development of a positive team working environment across Unit boundaries and maintain a collaborative, positive and supportive team culture.
- To undertake any staff development deemed necessary for the effective performance of duties assigned to the post.
- To ensure accurate contact records are always maintained for University of Galway's partners in one or more regions.
- To work closely with the University of Galway Alumni Office to develop and maintain effective alumni networks in the prescribed region.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

The University actively encourages staff development and training. You are expected to participate in training and development activities as necessary to meet job, institutional and personal development.

Training and development are primarily focused on developing you in your present role. However, some part of the long-term training strategy of the University includes identifying personal development needs that will improve your performance and skills as an employee of the University.

5. Requirements for the role:

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

Essential Criteria

- A level 8 (undergraduate) degree or equivalent.
- Minimum 2 years of international student recruitment experience at a level commensurate with this role, with the ability to demonstrate success in developing successful recruitment strategies and campaigns.
- Experience in initiating new student recruitment projects based on sound research and establishing meaningful partners.
- Two years of experience of working in a role with responsibility for achievement of individual or team targets or business development targets.
- A team player, always willing to collaborate with and support colleagues to ensure group goals are met.
- Demonstrated strong IT skills with knowledge and experience of Microsoft Office programmes to support an effective administrative function.
- Excellent interpersonal skills, displaying a confident and friendly approach and the ability to deal sensitively and appropriately within diverse situations and environments.
- Proficient in languages relevant to the region.
- High performing with the drive to succeed.
- Able and willing to travel overseas to meet the needs of the role.
- Able to work during weekends/evenings if required.
- Experience of tracking and managing projects and/or planning events to ensure their successful completion.
- Ability to use initiative, tact and judgement in dealing with internal and external enquiries.
- A self-starter who demonstrates the ability to be pro-active in their duties, organising their own work while supporting colleagues as required.
- Demonstrated good business development skills e.g. sourcing and developing new leads etc.
- Analytical skills to support the team in identifying trends in internal data and drive continual operational improvements.

Desirable Criteria

- Prior experience of higher education recruitment.
- Higher degree or relevant professional qualification.

- Knowledge of International Schools.
- Membership of relevant professional bodies.
- Awareness of effective digital marketing strategies.
- Knowledge of relevant overseas higher education systems.

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

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, 30th 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 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) 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. 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.