



OLLSCOIL NA GAILLIMHE  
UNIVERSITY OF GALWAY

### Notice to all current University of Galway Staff

(with three months' continuous service at the closing date of the advertised post)

Successful candidates who are currently permanent employees of the University and who accept temporary reassignment, will retain the right to their permanent substantive grade with the University under the following terms:

1. Temporary posts of one year or less - at the end of the reassignment period, the permanent employee will return to their substantive permanent post.
2. Temporary posts of in excess of one year – at the end of the reassignment period, the permanent employee does not retain the right to their substantive post but instead may be reassigned to the next suitable vacancy at their substantive grade.
3. Where a succession of temporary posts exceeds 12 months on the aggregate, the permanent employee will be assigned to the next suitable vacancy at their substantive grade.

<b>Post Title &amp; Subject Area:</b>	Curriculum & Timetabling Project Manager
<b>Unit:</b>	Office of Strategic Transformation
<b>Post Duration:</b>	Fixed Term
<b>FTE:</b>	1 FTE
<b>Grade:</b>	Grade 5
<b>Reports to:</b>	Director of Strategic Transformation
<b>Comp Ref:</b>	011757



## 1. Job Advertisement

Applications are invited for an appointment as Curriculum & Timetabling Project Manager Grade 5, 1 FTE, fixed term contract in the office of the Director of Strategic Transformation at University of Galway.

Appointments will be offered on a fixed-term two-year contract. A panel may be formed from this competition.

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

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

**Salary: €62,870 - €85,235** 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 5 pay scale in line with current Government pay policy.

**Closing date for receipt of applications is 17:00 (Irish Time) on Monday, 18<sup>th</sup> of May 2026. 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 appointments 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 Director of Strategic Transformation the Curriculum & Timetabling Project Manager will have specific daily contact with:

### **Customers**

- Engage with stakeholders on all aspects of delivering the projects ensuring customer requirements are appropriately scoped and delivered.
- Ensure projects are delivered to meet customer requirements.
- Communicate changes to project scope, budget and / or deliverables.

### **Cross-Functional Teams / University Working Groups**

- Engagement to develop project scope and agree project deliverables.
- Agree project resourcing and scheduling to meet project deliverables.

### **University Governance**

- Project Steering Group
- Project Advisory Board
- Resource Committee
- Finance resourcing committee

### **Operations Team / Service Managers**

- Project manage the transition of projects from development to operation.

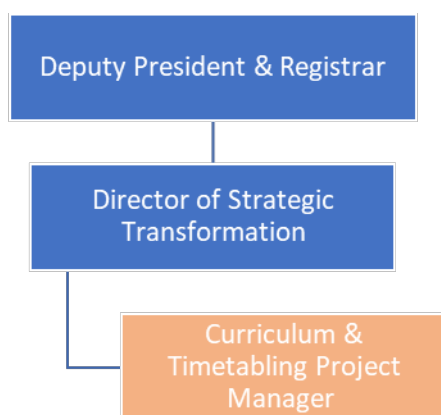
### **Vendors / Partners**

- Strategic management of partners engaged to deliver the projects.
- Ensure value for money regarding service level agreements (SLAs) and engagements with vendors.

### **General Contact**

- Public sector bodies
- Higher education IT departments
- Internal audit
- External audit agencies
- Professional bodies related to project management

## Organisation chart to illustrate position of job holder:



### 3. Main Purpose of Job

The Project Manager will focus on leading and delivering this programme to ensure alignment with University Strategic priorities, the University Digital Strategy and Data Governance policy.

The Project Manager will have full insight of the Curriculum & Timetabling project. This is a proof of concept project so the post will require a high degree of organisation and leadership in operational and administrative areas in order to plan and organise work engagement, schedules and project teams.

The Project Manager will be responsible for managing the implementation the curriculum and timetabling project and associated activities across the project life cycle, including for example:

- Business Analysis of the change to the new curriculum & Timetabling solutions and services.
- Assess proposed solutions to allow for project prioritisation, scoping, sizing, costing, and quality delivery.
- Prepare early-stage documentation for example business case, scope of requirements, project objectives, deliverables, resourcing, etc.
- Work with ISS, Registry, Colleges and other key stakeholders to determine business readiness for the change.
- Lead and successfully deliver the project / programmes aligned with the University strategic priorities.
- Project management of assigned projects to support the upgrading of existing services and / or provision of new services
- Manage project deliverables to approved scope, timeline, budget, risk and quality.
- Manage a number of projects simultaneously.

- Actively work with customers, department heads and other senior staff, colleagues, and suppliers to ensure that services are delivered against agreed performance standards.
- Proactively communicate with stakeholders about business change and services, providing expert advice, guidance, support and take responsibility for managing stakeholder expectations.

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

##### **Business Analysis**

- Engage with stakeholders to undertake problem analysis and identification for the project change opportunities.
- Make recommendations for use of existing solutions, where appropriate.
- Perform analysis, gather requirements, make technical recommendations, identify and define solutions for the system change.
- Work with the stakeholders to ensure the project is scoped sufficiently to provide for a viable and ongoing supportable set of project deliverables.
- Work with the Data Analyst to ensure that work is undertaken to ensure strong data analysis for the system change and problem analysis.
- Design and document system processes.
- Test business processes and recommend improvements.
- Report on technical issues and make solution recommendations.
- Deliver quality documentation on identified solutions and investigations.
- Understand business issues and challenges specific to the project.
- Define reporting requirements.
- Engage with stakeholders to optimise and enhance the project changes.

##### **Project Management**

Lead the planning and delivery of projects (which may run concurrently) as follows:

- Manage projects as per Project Management methodology
- Project Manage and support cross-functional project teams to deliver the project across the range of business areas and solutions.
- Engage cross-functional teams to define project scope, goals, objectives, requirements, business cases and deliverables.
- Plan and schedule project tasks, timelines, milestones and resource requirements based on deliverables.
- Effectively communicate and continually manage project expectations with team members and stakeholders.
- Develop full scale project plans and change management plans with defined tasks, resource requirements, timelines and milestones.
- Define project reporting requirements.

- Work closely with cross functional teams to achieve project deliverables including resource allocation and scheduling.
- Accepting accountability for project deliverables and using sound judgment in escalating issues, where appropriate, to ensure positive project outcomes.
- Communicate project plan to stakeholders so all colleagues are clear and engaged with regard to roles, responsibilities, deliverables, timelines, etc.
- Communications to wider stakeholders regarding the project.
- Support project team members, who will not be direct reports, to deliver on specific initiatives within identified timeframes.
- Analyse project reports to troubleshoot and resolve any problems.
- Track and report on project milestones and deliverables.
- Report on project progress and manage change, exception, etc.
- Identify and manage project dependencies and critical path.
- Proactively identify and manage project risk and escalate, where appropriate.
- Define project success criteria and report on same throughout project life cycle.
- Provide direction and support to the project team including delegation of tasks, where required.
- Identify and resolve issues or conflicts, should they arise, within the project team.
- Engage in procurement activities for supported projects.
- Monitor vendor activities to ensure compliance with contract expectations.
- Ensure smooth delivery of project deliverables to an operational mode that has been sufficiently resourced to do so.
- Ensure appropriate testing is completed and quality has been confirmed.
- Bring projects to a formal close, including transitioning new/modified services to Operations
- Contribute to the development of project methodology, tools, processes, documentation and training.

### **Governance**

- Lead project governance activities for example project board set up, convening of meetings, reporting to the board and preparation of minutes.
- Manage all project documentation including, but not limited to, the business case, Request for Change (RFC), Project Initiation Document (PID), project status reports, benefit realisation reporting, Project Board minutes and service transition.
- Manage projects as per Project Management methodology.
- Compilation and ongoing management of all the required documentation for the IT Services delivery of the project/s including monthly status reports, risk and issue logs, project schedules, project budgets and all required technical artefacts and communicate appropriately across various levels in the organisation.
- Promote project compliance with University policies and procedures and University Principles.

### **Continuous Improvement**

- Conduct project reviews and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.
- Promote effective lessons learned techniques and use continuous process improvement disciplines to achieve results across the project and wider teams.
- Translate operational feedback into strategic improvements - act decisively to address inefficient or underperforming areas to promote improvement.
- Engage in creating an environment with a focus on sharing learnings, continuous improvement and enhanced customer relations.

### **General**

- Contribute to all activities of the project team.
- Develop or contribute to the development of any policies, procedures and / or processes.
- Ensure adherence to all relevant University policies by staff, users and vendors.
- Engage in University-wide planning and project activity.
- Perform other duties as may be assigned by Director of Strategic Transformation

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

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

### **Essential Criteria**

- HETAC Level 8 qualification in IT, business or substantial project management experience.
- Five years' project management experience working in a university or complex knowledge-based organisation.
- Experience of business analysis and ability to interpret stakeholder requirements to technical scope.
- Experience of project management from planning to bringing projects to successful completion.
- Strong project reporting skills including status reporting, project planning, tracking project milestones, dependencies, risks and issues, budgets and communication.
- Excellent organisational and planning skills.
- Ability to prioritise and manage multiple tasks and high volumes of work, often from more than one source, to meet deadlines.
- Excellent communication skills, both written and oral, with a demonstrable ability to foster engagement across a range of stakeholders.
- Excellent interpersonal and influencing skills including the ability to engage in a professional manner with students, University staff and vendors.
- Experience of working with cross functional teams.
- Strong analytical and problem-solving skills and the ability to provide qualitative and quantitative analysis.

- Strong writing and presentation skills.
- Resourceful with a dynamic and adaptable approach to take initiative and responsibility for project delivery.
- Evidence of high levels of accuracy and attention to detail.
- High-level of professional judgment, diplomacy and awareness of competing projects.

### **Desirable**

- Training/certification and experience using project management methodologies and structured /service management (e.g. PRINCE2\*, ITIL, Scrum).
- Knowledge of and experience with Lean Six Sigma or similar methodologies.
- Knowledge of the University's main academic and enterprise IT services and systems.
- Ability to understand the University's business context and relate IT solutions and services to this.

### **Attributes**

Personal attributes for the role include:

- Self-motivation, initiative and flexible approach to shifting priorities, demands, and timelines through analytical and problem-solving capabilities.
- Ability to operate independently and effectively in terms of planning and decision-making.
- Experience of working in a team-oriented and collaborative environment.
- Analytical skills and technical aptitude
- Ability to react to project adjustments and alterations promptly and efficiently.
- Persuasive, encouraging and motivating.
- Ability to elicit cooperation from a wide variety of stakeholders, including management, business clients and vendors.
- Ability to bring project to successful completion.
- Adept at conducting research into project-related issues and products.
- Ability to effectively prioritise and execute tasks with a delivery focus.
- Determined with a proactive approach.
- Commitment to customer service excellence.

\* Successful candidate will be required to undertake the PRINCE 2 certification within 12months of appointment, if they do not already have this certification.

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 Monday, 18<sup>th</sup> of May 2026**.

### **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 <https://www.revenue.ie/en/tax-professionals/tdm/income-tax-capital-gains-tax-corporation-tax/part-05/05-05-19.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://dbej.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 candidate's 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.