



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 Technical Lead
<b>Unit:</b>	Office of Organisation Transformation
<b>Post Duration:</b>	Fixed Term
<b>FTE:</b>	1 FTE
<b>Grade:</b>	AO
<b>Reports to:</b>	Director of Strategic Transformation
<b>Comp Ref:</b>	011758



## 1. Job Advertisement

Applications are invited for an appointment as Curriculum Technical Lead, AO, 1 FTE, fixed term contract in the office of the Director of Organisation Transformation at University of Galway.

Appointments will be offered on a fixed-term 2-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 [helen.mahon@universityofgalway.ie](mailto:helen.mahon@universityofgalway.ie)

**Salary: €85,235 - €108,728** 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 AO 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 Technical Lead will have specific daily contact with:

### **Vendors**

- Engage with project team and vendors on all aspects of delivering the project ensuring requirements are appropriately scoped and delivered.
- Ensure projects are delivered to meet university requirements.
- Review vendor validation plans and oversee outcomes of validation

### **Project Team**

- Manage the technical project plan including data analysis, cleanse, migration and integrations.
- Plan and manage the validation of all migration, configuration and integration elements of the project.
- Reporting of progress, blockers, risks and issues in a timely manner to the project manager.
- Ensuring updates to governance committees is accurate and timely.
- Liaise with SME Lead, Readiness lead and project manager to ensure cross functional delivery.
- Manage technical risk across the project, escalating immediately where necessary.
- Day to day line management of technical staff assigned to the project.

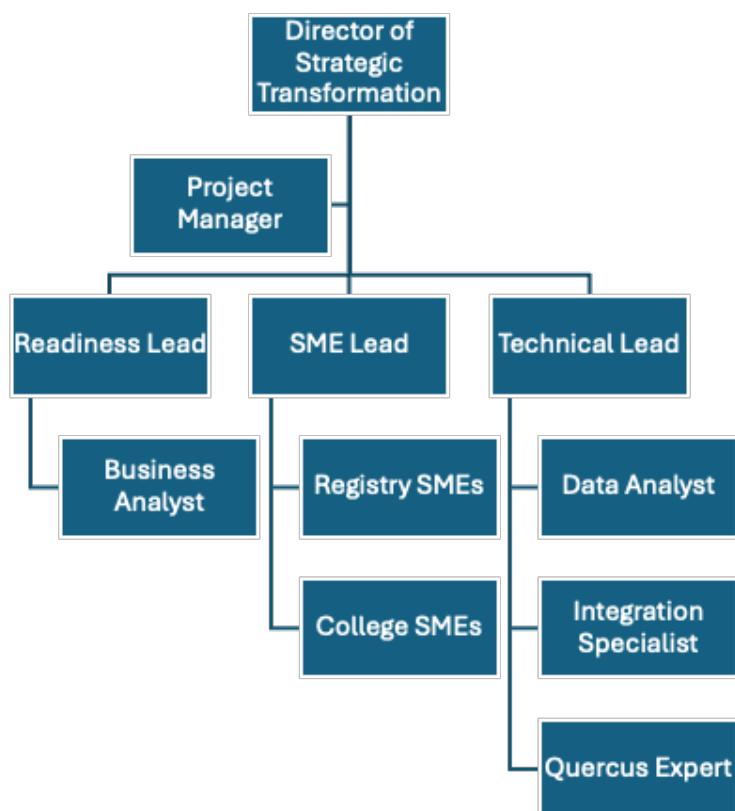
### **University Governance**

- Project Steering Group
- Project Finance Committee
- Resource Committee
- Design Panel (s) Functional & Technical
- Finance Resourcing Committee
- Capital Projects Committee
- University Management Team

### **General Contact**

- Public sector bodies
- Other University teams/units

## Organisation Chart for the Project



### 3. Main Purpose of Job

The Technical Lead ensures that data is accurately analysed, safely migrated, correctly configured, and reliably integrated, while keeping the solution simple, controlled, and fit for purpose. They provide day-to-day technical oversight and act as the main point of accountability for technical quality and data integrity.

#### Key Responsibilities

##### Data Analysis & Migration

- Lead analysis of source and target data structures
- Oversee and define the migration approach (scope, tools, sequencing)
- Review and validate mapping and transformation logic
- Ensure migration is repeatable, controlled, and auditable
- Support test migrations and cutover planning
- Agree validation rules, reconciliation checks, and tolerances
- Review outcomes of test and final migrations
- Sign off technical data readiness for go-live

##### Configuration Assurance

- Oversee system configuration driven by process review, form design and migrated data

- Ensure configuration aligns with agreed data models and business rules
- Identify configuration constraints or dependencies early and escalate where necessary

### **Integration Oversight**

- Confirm integration scope, data flows, and dependencies
- Review interface designs and data formats
- Oversee integration build
- Ensure integrations are tested end-to-end with both test and migrated data

### **Technical Risk & Issue Management**

- Identify technical risks related to data, migration, configuration or integration
- Resolve or escalate issues quickly and pragmatically
- Advise on trade-offs between scope, quality, and timeline or solutions to remove blockers

### **Collaboration & Communication**

- Act as the main technical contact for:
  - Project Manager
  - Data analysts
  - Registry and College Operational and SME Teams
  - Vendors or internal technical teams
- Explain technical issues in plain, non-technical language
- Support decision-making with clear technical advice

### **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

#### **4. 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 IT experience.
- Proven experience providing technical leadership on data-focused projects with hands-on oversight of data analysis, migration, validation, configuration, and system integration.

- Strong understanding of data integrity, data quality, and reconciliation, with the ability to define and assure repeatable, auditable migration and validation approaches.
- Experience working with vendor-supplied systems and legacy environments, including managing integration dependencies and configuration constraints common.
- Ability to identify and manage technical and data-related risks, balancing compliance, quality, and delivery timelines within constrained budgets and small project teams
- Strong communicator capable of explaining technical issues clearly to non-technical stakeholders, supporting informed decision-making by project managers, business owners, and governance groups
- Practical, delivery-focused mindset with the ability to take clear technical ownership while working proportionately and collaboratively within university governance frameworks.
- 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.

### **Desirable**

- Strong foundation in data management and migration concepts, typically gained through formal training or certifications in data management, data analytics, or database technologies (e.g. data modelling, ETL, data quality, reconciliation)
- Project or delivery framework training relevant to the public sector or higher education (e.g. PRINCE2®, MSP®, Agile/Scrum), with sufficient understanding to work effectively within governed delivery environments
- Experience or training in vendor-supplied systems (e.g. ERP, SIS, CRM, or sector-specific platforms) relevant to public sector or higher education, rather than product-agnostic theory alone
- Awareness training in information governance, data protection, and security, including GDPR and public sector data responsibilities, with the ability to apply these practically during migration and integration activities
- Evidence of continuous professional development (formal training, certifications, or equivalent experience) demonstrating up-to-date knowledge of data practices, integration approaches, and delivery methods

### **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 plan 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.

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.