



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

Post Title & Subject Area:	School Manager (Grade V)
Unit:	School of Political Science and Sociology
Post Duration:	Permanent
FTE:	1FTE
Grade:	Grade V
Reports to:	Director of Strategic Development
Comp Ref:	011835



1. Job Advertisement

Applications are invited for an appointment as School Manager, Grade 5, 1 FTE, in the School of Political Science and Sociology in the College of Arts, Social Sciences, and Celtic Studies at the University of Galway.

Information on the University's Strategic Plan is available at: <https://www.universityofgalway.ie/strategy2030/>

For informal enquiries, please contact the Head of School, Professor Michelle Millar, email michelle.millar@universityofgalway.ie or the College Director of Strategic Development, Caroline Kennedy, email caroline.kennedy@universityofgalway.ie.

Salary: €63,499 - €86,087 (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 Thursday, 09th of July 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

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 Director of Strategic Development, the post holder has specific job contact with:

- Head of School
- Director of Strategic Development, College of Arts, Social Sciences, and Celtic Studies
- Heads of Discipline
- Professional Services Team within the School and associated Disciplines
- Academic staff and Discipline Administrators
- Students
- Executive Dean, CASSCS
- Staff of the College Office
- Professional Services staff of other schools in the College
- Members of the School Executive
- Members of the School Committees
- Staff of Research Institutes affiliated with the CASSCS
- Academic Administration (*e.g.*, Examinations, Admissions, Registration, Conferring and Syllabus).
- Other University Offices including but not limited to the Office of the Deputy-President and Registrar, Office of the Secretary for Governance and Academic Affairs, Buildings Office, Accounts, ISS, Library, Centre for Excellence in Learning and Teaching, Human Resources, Graduate Studies, Research Office, Management Accounts, Research Accounts.

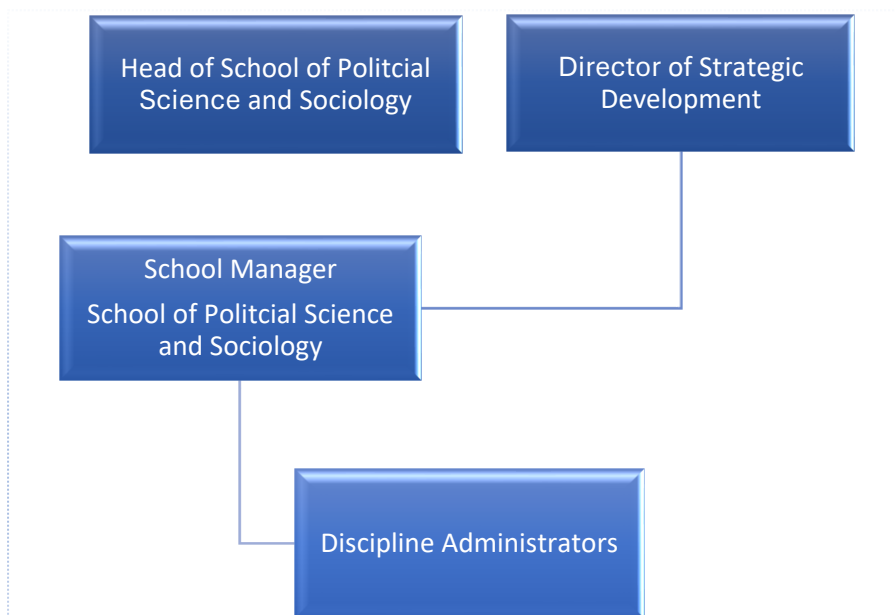
External

- Cognate Schools/Disciplines in other Universities/Institutions
- Representative bodies and government agencies, Accreditation Bodies, as well as others
- External Examiners across a number of Universities/Third Level Institutions, typically outside of Ireland.

The post holder has general contact with:

- External suppliers.
- General public.
- Other College offices.
- Other administrative staff of the University

Organisation chart to illustrate position of job holder:



3. Main Purpose of Job

To ensure the effective and efficient management and delivery of the administration functions of the School and its associated Disciplines. The post holder reports to the Director of Strategic Development of the CASSCS., (or a nominee), but from an operating perspective, he/she performs his/her duties under the direction of the Head of School or line manager as nominated by the Head of School. He/she will be responsible for the organisational development and the operational management of the School with particular responsibility for developing and implementing an efficient and integrated school-wide administrative function. He/she will be expected to contribute in the continued development of administrative functions in the College. He/she will be a member of the School Executive Committee.

4. Main Duties and Responsibilities

Supervision and people management

The School Manager will have substantial personnel management responsibilities in relation to the professional services team of the School and will:

- Be responsible for the overall management of all of the professional services support staff within the School. The Discipline Administrators will report to the School Manager but, from an operating perspective, the Discipline Administrators perform their Discipline-related duties under the direction of the relevant Head of Discipline, in consultation with the School Manager.
- Undertake performance appraisal of the School and Discipline professional services team.

- Delegate appropriately to other administrative staff.
- Hold a quarterly administrators forum to ensure team building, and to enhance collaboration and effectiveness within the School's administration team.

School Organisational Development and Operational Management

- Collate and analyse data to support decision making within the School and the implementation of the School's Teaching and Learning Strategy.
- Manage the general administration of the School to the most effective and efficient operational standards.
- Develop and implement initiatives in support of an efficient and integrated school-wide administrative function.
- Be responsible for the development of and maintenance of the administrative infrastructure and sensitive data in the School including databases, financial systems, promotional materials, ICT systems, student information, research records, and others.
- Identify the School's administrative priorities and take responsibility for overseeing implementation of appropriate actions to meet priorities on an on-going basis.
- Manage the effective provision of administrative support to the School Executive.
- Manage the effective provision of administrative support to School Committees.
- Support School compliance with Health and Safety requirements, the management of School Health and Safety documentation, and the return of Health and Safety Annual reports.
- Manage the purchasing of School Office related equipment in accordance with University policy.
- Organise meetings, workshops and visits, and prepare agendas, in consultation with the Head of School, as appropriate.
- Manage preparation of temporary contracts, such as for part-time teaching staff.
- Support the Head of School in the management of the School's workload model, ensuring that it is maintained and completed as required.
- Communicate and engage with Colleges/Schools/Disciplines and external bodies.
- Manage the implementation of effective quality assurance procedures in the School.

Academic Affairs Support

- Manage internal administration of examinations, including the security of examination materials, development and maintenance of databases and liaison with the examination service, external examiners, and other relevant offices, and meeting deadlines for the return of marks and examination papers.
- Contribute to the development of the School's Operational Plan, support its implementation, and contribute to tracking achievements against the plan.
- Liaise with and support the College Office and Academic Administration on processes and procedures related to the academic lifecycle.

- Manage the support of Yearly Progress Report process and postgraduate admissions, as required.
- Coordinate initiatives related to student retention in conjunction with academic staff.
- Develop a detailed operational plan to guide the yearly administrative function.
- Be responsible for monitoring and reporting on the financial position and allocation of funding to Disciplines, including an annual report on budget expenditure, and an annual submission on resource requirements for the School (staffing, recurrent, capital equipment and infrastructure), involving interaction with the College Director of Strategic Development and the College Finance and Business Manager.
- Manage the planning and tracking the School's utilisation of space and facilities.
- Supervise the construction of detailed timetables for all programmes.

Marketing

- Contribute to the organisation and support of promotion initiatives linked to the School.
- Be responsible for managing the School's marketing and outreach activities at undergraduate and postgraduate level, in collaboration with the College Office and the relevant School's Director(s) and committee(s).
- Be responsible for the quality of School promotional materials and student handbooks in accordance with University policy.
- In partnership with the College Office and Vice-Dean for Students manage student recruitment processes, particularly at postgraduate level, in collaboration with academic programme directors.
- Support, as appropriate, the School's student placement programme, in collaboration with the Career Development Centre (CDC).

Research

- Work with the Head of School on the development and implementation of research administrative supports for academic staff of the School, involving engagement with the College Office, Research Office and Research Accounts.
- Collate Data for Institutional Research Reviews.

5. Requirements for the role:

Complexity:

The complexity of the post is enhanced by the multi-disciplinarity of the School structure and a coherent coordination of the School/Discipline administrative function is required to ensure the most effective delivery of administrative support to students, as well as to the academic and other staff within the School. As documentation and correspondence may be confidential in nature, tact and discretion are essential.

Decision-making:

The post-holder will need to work without direct supervision and will frequently have to decide how to answer staff and student queries and deal with management challenges that may arise within the School.

The holder of this post will meet the following criteria:***Essential Criteria****

- Level 8 qualification in a relevant subject and/or five years professional experience in a relevant area
- A minimum of 5 years practical experience in a similar or related role(s)
- A minimum of three years' experience of staff supervision, management and delegation
- Evidence of project management skills
- Proven experience of taking initiative and self-management
- Excellent ICT skills, including good working knowledge of Excel, and extensive experience of using Word and PowerPoint.
- Demonstrated experience of financial monitoring and reporting
- Demonstrated experience of analysing and interpreting data
- Excellent communication, administration and interpersonal skills
- Evidence of adaptability, flexibility and innovation in past roles
- Willing to undertake an Irish Language qualification.

Desirable Criteria

- Substantial experience of working fully with the University's financial, student, and programme administrative systems or other equivalent systems
- Experience of marketing and outreach including development of marketing/promotional materials and website materials, and associated social media activities
- Knowledge of higher education sector developments and policies
- Understanding of Marks and Standards.

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

*All new recruited professional services staff to the College Office will undertake a qualification in Irish (if they do not hold a qualification of B2 or above in the last four years).

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, 09th of July 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 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. 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 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.