



# Ollscoil Mhá Nuad Maynooth University

## School of Nursing Allocations Officer (Administrative Officer I) (Permanent)

### The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

We are seeking an Allocations Officer to join the new School of Nursing. The successful applicant will be responsible for the organisation, monitoring and recording of student placements on undergraduate registration nursing programmes, the post holder will play an important role in the development, continuity and maintenance of the Allocations Office within the School. They will manage, support and motivate the Allocations team, and encourage development of structures and procedures in the unit. The post holder will develop communication links with all stakeholders, both internally in the School and University, and with external health service providers and governmental organisations.

The post involves a significant degree of contact with students, members of the academic community and health partner service personnel. The person appointed must be a registered nurse and/or midwife and will ideally be a graduate, preferably to Masters level. They will have highly developed administrative and communicative skills. They will be motivated and flexible in their approach to their work, and will be dedicated to supporting quality in higher education. The person will be an experienced, highly motivated individual with excellent organisational and computer skills. Exceptional social skills, including an ability to communicate with stakeholders across a diverse setting, are essential.

### Principal Duties

**This post holder will liaise with both lecturers and health service providers to:**

- Ensure student placement allocations are planned, regularly monitored and audited in line with NMBI standards and Requirements.
- Ensure that students complete all required clinical placements and hours to meet all NMBI regulatory requirements for registration.
- Develop and maintain a student allocation system.
- Ensure students have completed and keep a record of all necessary pre-placement requirements e.g., screening, vaccinations, Garda Vetting.
- Provide support to students as required during their practice placements.



- Maintain an accurate electronic record of placements and student allocation.
- Identify, develop and audit new practice placement sites.
- Develop international clinical placement sites for the undergraduate nursing programme.
- Liaise and communicate with NMBI and key stakeholders as required.
- Collate National Competency Assessment Document or equivalent results.
- Maintain and evaluate quality outcomes.

**Other duties and responsibilities:**

- Providing orientation and support to students to the undergraduate nursing programmes prior to, during and after practice placements;
- Planning, developing and implementing placement allocations for students in an effective and efficient manner;
- Reviewing applications for EU/International placements under the Erasmus programme in partnership with the MU International Office;
- Developing systems and structures to ensure the efficient running of the Allocations Office;
- Liaising with Health Service Providers and stakeholders;
- Developing and maintaining the contact network with personnel at placement sites;
- Maintaining and updating accurate electronic-based student records;
- Generating reports for various stakeholders relating to placement allocations;
- Handling complex and non-routine queries from academic staff, students and relevant health service personnel;
- Participating in groups and meetings relating to placement allocations;
- Identifying and preparing new placement sites for students;
- Completing Placement Learning Environment Audits and keeping an accurate record of same;
- Assisting in the production of placement booklets and materials for students, academic staff and Health Service Providers;
- Monitoring student attendance and dealing with absenteeism in association with the local SALO;
- Representing the University, as required, on relevant committees and bodies, both internal and external;
- Building and enhancing relationships with external organisations and key stakeholders;
- Working collaboratively with schools, faculties, the University and student service providers.

The role may change in line with University requirements and developments in the external environment. The successful candidate will be expected to show flexibility with regard to the development of the role.

**The ideal candidate will have:**

**Essential**

- Be registered or demonstrate eligibility for registration with NMBI;
- Have 5 or more years' post registration experience with supervisory/ experience;
- Clinical/educational experience and nursing/midwifery allocations experience
- At least two years' experience of working with nursing students in a clinical setting/ experience in undergraduate nursing/midwifery allocations;
- Have excellent IT skills and a high level of IT competence;
- Ability to work on their own initiative as well as part of a team;
- Excellent motivation and time management skills with the ability to prioritise workload and meet deadlines;
- Excellent interpersonal and communication skills;
- A flexible approach and good problem-solving skills, with ability to respond to sudden changes in practice placement environments and accommodate student placement needs.



## Desirable

- Hold a relevant Master's degree;
- Knowledge of student placement management systems;
- Knowledge of NMBI Standards and Requirements;
- Knowledge and experience of adhering to GDPR.
- Broad knowledge of current developments in nurse education and practice

## Faculty and Research Institutes

The Faculty of Science and Engineering comprises the Departments of Biology, Chemistry, Computer Science, Electronic Engineering, Mathematics and Statistics, Physics, Psychology, Sport Science and Nutrition, and the School of Nursing. The role of the Faculty is to co-ordinate the academic activities of individual departments, to oversee the strategic development of departments and to support interdepartmental programmes. The University has also developed a number of interdisciplinary institutes to support excellent research and to build research capacity across disciplines.

Research within the Faculty is driven by a commitment to innovation and excellence, supported by dedicated Institutes and Research Centres that promote collaboration across the various scientific disciplines and engineering fields within the Faculty. These efforts ensure that our work has a lasting impact both within academia and the wider world.

The Kathleen Lonsdale Institute for Human Health Research addresses the 21st-century challenges of chronic illness, emerging diseases, and persistent global infections. Our research teams collaborate with international academics, healthcare providers, and industry to explore human health at the molecular and cellular levels, discovering innovative treatments and translating these discoveries into new medicines, procedures, and policies.

The Maynooth University Arts and Humanities Institute (AHI) serves as the research hub of the Faculty of Arts and Humanities. As Maynooth's flagship institute for groundbreaking, interdisciplinary research, AHI is dedicated to advancing scholarship within the Faculty and sharing the richness of Maynooth University's humanities research with the world. The institute also hosts a medical humanities research cluster, which explores the intersection of medicine, health, and the humanities, further enriching the scope and impact of its research endeavours.

## The School of Nursing

The School of Nursing's seeks to cultivate compassionate, caring, competent, and innovative nurses who will shape the future of healthcare. This will be achieved by implementing a cutting-edge curriculum that actively promotes caring and compassion, combines scientific rigor with empathy, fosters inclusive pathways for diverse learners, promotes clinical excellence through community-based placements and research-driven practice, and supports staff development to inspire the next generation of nursing professionals. The B.Sc. (Hons) in General Nursing will be the first undergraduate programme offered by the School but this will be complimented by special purpose awards, developing Master's offerings and a PhD programme which is expected to commence in 2026.

## The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18<sup>th</sup> century roots and 21<sup>st</sup> century dynamism.



The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

### **Maynooth University's Values**

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

### **Maynooth University Strategic Plan 2023 – 2028**

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values.

Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three.

**For more information about Maynooth University's future direction, please visit:**

**<https://strategy.maynoothuniversity.ie/>**

### **Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028**

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uailmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithe ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.



Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad:  
<https://strategy.maynoothuniversity.ie/?lang=ga>

## Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held in June,
- The appointment is expected to be effective from early to mid August

## Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasaí Comhionannais agus Éagsúlachta](#), our policy on the [Employment of People with Disabilities](#), and our [Gender Equality Action Plan 2023-2026](#). We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

## Terms and Conditions

<b>Tenure</b>	This a full-time permanent post
<b>Salary</b>	Administrative Officer I: €58,634 – €83,657 p.a. (9 points)  Appointments will be made in accordance with public sector pay provisions.
<b>Hours of work</b>	A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions).  This can be reviewed or adjusted from time to time through national agreements.
<b>Location</b>	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
<b>Annual Leave</b>	Annual leave and public holidays are provided for in the University policy: <a href="https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy">https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</a>  Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
<b>University policies and schemes</b>	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:  <a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a>  <a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a>
<b>Pension</b>	This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a>



<b>Eligibility</b>	<p>Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at:  <a href="https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/">https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</a></p> <p>Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.</p> <p><b>Former Irish Public Service employees - Certain Restrictions on Eligibility</b></p> <p>Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:</p> <ul style="list-style-type: none"> <li>• Collective Agreement: Redundancy Payments to Public Servants</li> <li>• Incentivised Scheme for Early Retirement (ISER)</li> <li>• Department of Health and Children Circular (7/2010)</li> <li>• Department of Environment, Community &amp; Local Government (Circular Letter LG(P) 06/2013)</li> </ul> <p>Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.</p>
<b>Garda vetting</b>	Garda vetting or clearance may be required by the University.
<b>Medical</b>	The University may require a medical examination as a condition of employment.

## Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

## Application Procedure

### Closing Date:

23:30hrs (local Irish time) on **Wednesday the 14<sup>th</sup> of May 2025.**

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

**Maynooth University is an equal opportunities employer**

**The position is subject to the Statutes of the University**

