



Maynooth University Ollscoil Mhá Nuad

Research Development Office Legal and Contracts Officer (01/09/2025 – 31/08/2029)

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.

The Research Development Office is seeking to appoint a Legal and Contracts Officer for 4 years to assist with the management of research contracts for research initiatives at Maynooth University. The successful candidate will join the Research Development Office. The role will be based in the Research Development Office and report to the Head of Research Policy, Data and Compliance.

Principal Duties

Administrative and other duties:

This will include:

- Drafting, reviewing, negotiating (or supporting negotiation of), and finalising research/grant contracts including standard and complex multi partner contracts, consortium agreements, NDAs, Data management and sharing agreements etc. and to advise whether these are suitable for signing;
- Working with an RDO team to liaise with internal stakeholders and with third parties including hospitals, international funding agencies as well as SMEs and multinational corporations when negotiation of contracts;
- Providing legal advice to the University related to research contracts, relevant legislation and compliance;
- Developing relationships with external agencies and organisations, and representing Maynooth University on relevant national committees/groups to ensure that Maynooth University plays an active part in policy and best practice development;
- Supporting researchers in understanding their obligations in complying with contract terms, as well as communicating complex legal issues in a practical manner to ensure that compliance can be achieved;
- Organising and managing workshops and training for postgraduate students as well as academic and research staff, related to research contracts, legislation risk and compliance;
- Any other duties assigned by the Director of Research Development.



The ideal candidate will have:

Essential:

- Have at least three years' experience in an academic, hospital, commercial and/or research contracts environment with experience of face to face negotiation of terms.
- Previous research administration role in industry, health and/or University sectors.
- A strong understanding of funding bodies' terms and conditions and negotiation of same.
- Ability to negotiate (including multi-party) contractual documentation.
- Ability to analyse complex contractual arrangements, presenting practical recommendations and solution to minimise risk.
- Experience of writing contracts in using plain language.
- Strong interpersonal and communicative skills, both written and oral with an ability to effectively communicate complex legal terminology.
- Demonstrable ability to build relationships with academic and administrative colleagues.
- High level of administrative and organisational ability.
- High level of accuracy and attention to detail.
- Ability to work productively as an effective team player in a collaborative team environment.
- Ability to adapt and maintain high level of professionalism when working under pressure.
- Demonstrable ability in managing competing priorities, meeting demanding deadlines, efficiently reviewing legal documentation in an often-complex environment.
- Demonstrates self-motivation, flexibility, and adaptability.

Desirable:

- Professional legal qualification and/or be enrolled as a Solicitor in the State.
- Experience in face-to-face negotiation of terms with health-related sectors.
- Knowledge of general commercial and contracting law.
- Experience of drafting and reviewing data management, sharing and processing agreements (including working with an organisation's Data Protection Office).
- Knowledge and understanding of key legislation and best practice related to export control, state aid, Intellectual Property, GDPR etc. as they relate to research contracts.

Research Development Office

The Research Development Office (RDO) provides an important administrative support function to the Research Community at Maynooth University. It is the main office responsible for implementing the research strategy as outlined in the Maynooth University Strategic Plan.

The RDO's remit includes: assistance to faculty in locating, securing and managing funding for research; financial management, reporting of and compliance with active research awards; contract negotiation and finalisation, management of the Research Information System (RIS); development and implementation of research-related policies; provision of research-related information, communications /publicity; coordination of institutional bids for large-scale funding; coordination of University Research Ethics Committees; development and promotion of research culture and other miscellaneous research-related activities and projects.



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 18th century roots and 21st 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 is now acknowledged to be one of the leading young universities in the world, and in 2022 ranked # 1 in Ireland in the latest Times Higher Education (THE) Best Young University Rankings. 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.

Principles and Values

Maynooth University is committed to the following values:

- Scholarly rigour;
- Academic freedom;
- Integrity and ethical behaviour;
- Collegiality, transparency and trust;
- Equality, inclusiveness and social justice;
- Operational excellence, organisational flexibility and responsiveness;
- Dignity, respect and care for the individual.

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 dtaithí 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;
- Candidates invited for interview will be required to complete an assessment in advance;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during June 2025;
- The appointment is expected to be effective from 1st September 2025.

Equality and Diversity

Maynooth University values the enrichment that comes from a diverse community and seeks to promote equality, prevent discrimination and protect the human rights of each individual. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasaí Comhionannais agus Éagsúlachta](#). Additionally, as an [Athena SWAN Bronze Award](#) Institute, we are committed to advancing gender equality across the University.

We aim to reflect the diversity of the community we serve and welcome applications from all individuals, in particular from people underrepresented in our workforce.

Terms and Conditions

Tenure	This a full-time, 4 year post.
Salary	Senior Admin Officer IV (2024): € 67,981 – € 107,942 p.a. (7 points) Appointments will be made in accordance with public sector pay provisions.
Hours of work	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.
Location	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.



Annual Leave	<p>Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</p> <p>Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.</p>
University policies and schemes	<p>Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:</p> <p>https://www.maynoothuniversity.ie/university-policies</p> <p>https://www.maynoothuniversity.ie/human-resources/policies</p>
Pension	<p>This is a pensionable post. Employees of the University will enter into a public sector pension scheme, details of the schemes are available at: https://www.maynoothuniversity.ie/human-resources/pension-information</p>
Eligibility	<p>Applications from non-EEA citizens are welcomed, applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</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>Former Irish Public Service employees - Certain Restrictions on Eligibility</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"> • Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER) • Department of Health and Children Circular (7/2010) • Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013) <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>
Garda vetting	<p>Garda vetting or clearance may be required by the University.</p>
Medical	<p>The University may require a medical examination as a condition of employment.</p>

Data Protection Law

Maynooth University will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

If your application is successful and you accept an offer of employment at Maynooth University, then your personal data will continue to be processed in accordance with Maynooth University's Staff Data Privacy Notice.



Both the privacy notices and further information relating to data protection, including Maynooth University's other data protection policies and processes, can be viewed at <https://www.maynoothuniversity.ie/data-protection>

Application Procedure

Closing Date:

00.00hrs (local Irish time) on **Monday, 9th June 2025 (extended)**

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

