Ollscoil Mhá Nuad
Maynooth University

Department of Psychology
Project Manager – GoGreenNext (Administrative Officer I)
(0.8FTE, Specified Purpose Contract)

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 a project manager for the Horizon Europe funded project GoGreen Next (project commenced Jan 2024 and ends June 2028) which is coordinated by Maynooth University. The main purpose of this role is working alongside the scientific coordinator to actively manage the project and facilitate its effective functioning in conformity with the terms of the Grant Agreement and Consortium Agreement. The tasks will be related to the organisational, administrative, financial and legal management of the project. The post holder will manage the day to day activities of the project which include (but are not limited to) overall project management and oversight, communication within and between the Consortium and the EU commission, financial monitoring of project expenditure in line with Maynooth University and funder requirements, including tracking of deliverables, organisation of project meetings, contributing to the gender inclusion and diversity agenda, and scientific writing and project reporting,. Please note some European travel will be required.

The appointee is expected to work closely with the central research and finance offices to streamline activities for this project.
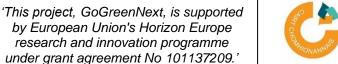
Principal Duties

Administrative and other duties:

This will include:

- Assisting the coordinator in supervising the implementation of the project and monitoring the work plan;
- Developing and implementing the management tools necessary for the management of the project (procedures, guides, standard models of documents, collaborative platforms, etc.);
- Preparing and scheduling consortium meetings;
- Facilitating exchanges between partners concerning the delivery of tasks, milestones and deliverables;

- Supporting communication actions both in-house (information dissemination, animation of the collaborative platform, etc.) and with relevant external partners;
- Liaising with the European Commission to ensure the consortium is up to date with its actions related to the project as well as the clustering activities;
- Assisting partners on the administrative aspects of the project, and administrative procedures to Horizon Europe actions in particular;
- Ensuring the timely planning, drafting, reviewing and delivery of deliverables and draft MU deliverables, technical and periodic reports;
- Following the expenses (breakdown and transfer of funds, updating and monitoring of the budget, financial summary balance sheets, etc.);
- Coordinating the preparation, consolidation and submission of financial reports, within the deadlines set by the European Commission;
- Delivering all financial reports to the commission;
- Preparng any justification of expenses and deviations from tasks for partners in anticipation of possible audits;
- Ensuring compliance with the obligations in the grant agreement and the consortium agreement;
- Identifying potential issues with timelines, quality of actions, unresponsive partners and notifying the scientific coordinator in a timely manner;
- Following and updating (endorsements) the contract documents; and preparing and submitting any contract amendments as may arise;
- Coordinating the organisation of project-related events (training, secondments, workshops, conferences, etc.);
- Coordinating dissemination and social media communication and raising partners' awareness of dissemination and communications within the project;
- Communicating with the partners in the four pilot sites regularly on the project activities;
- Coordinating activities with the four sister project under the Planetary Health cluster;
- Maintaining a strong knowledge in specific areas of responsibility, e.g. sustainable development goals, behaviour change and environmental psychology;
- Promoting awareness and respect for gender equality and inclusion and connection between science and society;
- Retaining timesheets for all MU staff on the project;
- Other duties as may be assigned by the project coordinator.

The ideal candidate will have:

Essential

- An undergraduate degree and postgraduate qualification in a relevant or cognate discipline;
- A minimum of two years project management experience (or similar type role);
- Previous experience in an EU Framework funded project;
- Knowledge in financial, administrative and human resource management;
- Knowledge of academic and industrial research collaborations;
- Excellent communication skills, creative problem-solving skills and the ability to prioritise workload;
- Ability to demonstrate a high level of initiative and the ability to manage a project from conception to successful delivery;
- Excellent planning, time management and organisational skills;
- Strong negotiation skills and the ability to collaborate with a wide range of stakeholders;
- Proven ability to develop and build close working relationships with diverse teams;
- Experience with project management software;
- Proven ability to communicate and influence change at appropriate levels in an organisation;
- Excellent interpersonal skills and people management skills.

Desirable

- Previous project management experience in EU Framework funded projects;
- A Master's degree or PhD, other postgraduate or professional qualification on a topic area related to sustainability;
- Experience of writing research proposals and/or working on a research project;
- Experience working in a research funding and/or HEI research office environment;
- Knowledge of University structures, academic procedures and research environment;
- Experience in projects focused on sustainability, behaviour change or nature-based solutions;
- Knowledge of the EU research funding landscape.

Faculty and Research Institutes

The Faculty of Science and Engineering comprises the departments of Biology, Chemistry, Computer Science, Electronic Engineering, Experimental Physics, Theoretical Physics, Mathematics and Statistics, and Psychology. The role of the Faculty is to co-ordinate the academic activities of individual departments and to oversee the strategic development of departments, and to support interdepartmental and interdisciplinary activities and programmes.

The mission of the Innovation Value Institute (IVI) is to research, develop and disseminate empirically proven and industry-validated best practice for Digital Transformation through a unique open innovation collaboration between leading academic and industry practitioners. Researchers at the Innovation Value Institute in collaboration with our enterprise partners forming research clusters as open innovation communities to innovate and develop digital transformation paths. GoGreen Next is part of the digital health cluster at IVI.

Department

The Department of Psychology provides a number of routes to study psychology including our Psychological Society of Ireland (PSI) accredited, denominated BA/BA (International) and BSc Psychology programmes; offering Psychological Studies as a subject in the joint honours BA degree; a PSI accredited MSc conversion programme, and an MSc in Environmental Psychology. The Department of Psychology has a strong tradition of postgraduate research through structured PhD and MSc research degrees. The Department is a unique and dynamic environment for research; and we are leading globally in several key areas. Our research partners with, and impacts on, individuals and communities, service users and providers, industry, governments, civil society and United Nations agencies. We are committed to advancing Equality, Diversity and Inclusion (EDI) in the Department; in 2021, we were successful in securing an Athena SWAN Bronze Award in recognition of our commitment to gender equality.

The GoGreenNext Project is a 54 month Horizon Europe project coordinated at Maynooth University which began in January 2024. The consortium will pursue a transdisciplinary approach to advance research and innovation to support the development of evidence-based policy at city, national, and global levels, to accelerate our efforts to address the challenges of climate change, biodiversity and environmental degradation and human health in the urban context.

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.

'This project, GoGreenNext, is supported by European Union's Horizon Europe research and innovation programme under grant agreement No 101137209.'

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/

Plan 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 uaillmhianach 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 make a brief presentation;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held between June and July 2025;
- The appointment is expected to be effective from as soon as possible thereafter.

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

Tenure	This is a part-time, temporary post, of 36 months duration.
Salary	**Administrative Officer I** (2025): €58,634 – €64,816 p.a. (4 points, pro-rata) 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	Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
University policies and schemes	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at: https://www.maynoothuniversity.ie/university-policies https://www.maynoothuniversity.ie/human-resources/policies
Pension	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: https://www.maynoothuniversity.ie/human-resources/pension-information
Eligibility	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/
	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.
	Former Irish Public Service employees - Certain Restrictions on Eligibility
	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: • 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) 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.
Garda vetting	Garda vetting or clearance may be required by the University.
Medical	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 **Sunday, 25th 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.

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Maynooth University is an equal opportunities employer

The position is subject to the Statutes of the University

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