



Ollscoil Mhá Nuad Maynooth University

IT Services Network Engineer (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.

Maynooth University wishes to appoint a Network Engineer at the grade of Senior Executive Assistant on a full-time specified purpose contract basis to provide support to ICT infrastructure services and their use by the University. This is an opportunity to join IT Services as part of a team supporting campus connectivity (Wi-Fi, LAN, and WAN), cloud and on-premise data centre, Teams telephony, campus extensions and services including, Microsoft 365, VLE, web, storage and directory services to students and staff.

This role reports to the ICT Infrastructure Manager, with a technical lead role provided by the Senior Infrastructure Specialist and is part of the Infrastructure team. The Infrastructure team works alongside the User Support team as part of the IT Operations section in IT Services.

Applicants should be aware that this is a campus network support role and as such, the successful applicant will be expected to work on campus to discharge their duties and on limited occasions it may also be necessary to work outside normal hours.

Principal Duties

The responsibilities of the post holder may change over time and in line with the on-going development of ICT policies, systems, and processes. In general, the post-holder will have responsibility for a variety of IT duties and responsibilities including:

This will include:

- Provision of support to staff and student service requests via a ticketing system.
- Installation, configuration and maintenance of LAN, Wi-Fi and VoIP technologies.
- Documentation and maintenance of patching schedules at wiring closets.
- Assistance with network software rollouts and upgrades.
- Security of network systems by enforcing policies and monitoring access.



- Reporting on performance, usage and uptime of the network.
- Performing fault diagnosis and problem resolution on network related issues.
- Assistance with the design and documentation of IP address schemes.
- Maintenance of technical documentation.
- Development and maintenance of scripts for task automation.

The post-holder may be reasonably requested to carry out duties not specifically described in this job description but within the scope and requirements of the grade. Such requests will be in the interests of maintaining the smooth running and delivery of ICT services to customers and stakeholders.

The ideal candidate will have:

Essential

- Third level qualification in IT or related discipline and/or industry certified network training.
- Experience of installation and maintenance of network equipment.
- Knowledge and understanding of network architectures.
- Experience in the creation of concise technical documentation.
- Ability to work as part of a team.
- Good communication skills.
- Good customer service skills.

Desirable

- Experience of administering mixed vendor network equipment.
- Knowledge of system and network security.
- Experience of network service in a campus environment
- Experience of diagnosing and troubleshooting network infrastructure issues.
- Knowledge of automation of network management tasks.
- Knowledge of system architectures including VPN's, firewalls and load balancing.

IT Services – IT Operations

IT Services provides ICT services to meet the technology and information systems needs of the University. IT Operations, including User Support and ICT Infrastructure teams are part of the wider IT Services Department. The IT Operations function works alongside the Enterprise Solutions function in the design and delivery of systems and services.

Services provided to Maynooth University include:

- Campus network and connectivity to Internet (HEAnet).
- On-premise and cloud data centre locations hosting services such as web, e-learning, file/print, identity/directory services and services for research.
- Design and delivery of authentication and identity services.
- Technical administration, design and support services for Enterprise Solutions in key areas, eLearning, Library, Research, Finance, Student and HR.
- Design and support of student and staff device services.
- Microsoft 365 services – with a particular focus on Teams.
- Support service through the IT ServiceDesk and student support at student computing locations



Current initiatives include upgrades to the campus network, migration of on-premise services to the MU cloud data centre, disaster recovery scenario planning and continued expansion of Microsoft 365 services.

Information on services provided is available at: <https://www.maynoothuniversity.ie/it-services>

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 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 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;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during July 2025;
- The appointment is expected to be effective 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](#) / [Polasáí 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 a full time, temporary post for a specified purpose, anticipated to be 6 months duration.
Salary	Senior Executive Assistant (2025): €46,241 – €56,265 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, 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</p>
Eligibility	<p>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	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 **Monday, 23rd of June 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

