



# **Ollscoil Mhá Nuad Maynooth University**

## **School of Law and Criminology University Tutor in Law or Criminology (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. With this in mind, the School of Law and Criminology at Maynooth University seeks a University Tutor in law or criminology or a combination of both to support excellence in student learning on our degree programmes.

The University Tutor plays an important role in the delivery of many of the University's academic programmes. The University Tutor assists and supports students to further develop their understanding of key course topics and to draw out key learning points from course materials.

This particular role in the School of Law and Criminology primarily involves the provision of small-group tutorial and skills supports to undergraduate students. The primary purpose of the role is to lead multiple small-group tutorials, and to support the development of research, writing and oral presentation skills among undergraduate students. The role will also entail providing support to lecturing staff/module coordinators in the delivery of large modules, particularly in the form of marking and administrative support to colleagues leading these modules. As part of this support, there may be some occasional larger-group teaching opportunities (for example, delivering occasional lectures) under the supervision of module coordinators, though it is not envisaged that the holder of this post will ordinarily lead core module delivery/coordination.

This is a full-time role. As such, it is not envisaged that this role will be compatible with regular active practice in professional roles.

### **Principal Duties**

The University Tutor will be required to undertake to the satisfaction of the Head of School, such duties as may be specified by the University within the number of hours of contracted work.

### **Administrative and other duties:**

This will include:



- To teach students, especially in tutorials, though this role may also comprise (amongst other things) providing research, writing and skills seminars/supports to students;
- To provide teaching and administrative support to module coordinators, including occasional lectures where appropriate;
- To contribute to marking, under supervision, of coursework, written examinations and other forms of assessment;
- To provide supervision for minor dissertations and student research projects;
- To carry out all necessary preparation on topics in order to be able to guide discussion, impart knowledge and answer student queries, and to set exercises and prepare learning materials;
- To supervise, assist and give guidance to students, where required;
- To liaise with students about any issues related to modules;
- To monitor student progress and provide feedback to students, highlighting to the programme chairs and module coordinators any concerns about student performance;
- To attend meetings and participate with other staff in the development of teaching and learning strategies, including the design and delivery of modules or designated teaching within the subject area;
- To be responsible for all equipment used and ensure that all health and safety procedures are followed, taking action to maintain a safe environment and raising any concerns with the Head of School (or his/her/their nominee);
- To maintain his/her/their area of expertise and exercise a high standard of teaching;
- To ensure appropriate course/programme administration and handling of data is carried out in a timely, compliant, and appropriate manner.

The duties and responsibilities outlined have been listed as general and standard requirements. Additions or amendments may therefore be made to reflect the specific requirements of the School.

#### **The ideal candidate will have:**

##### **Essential**

- A minimum of an honours degree and a master's degree in Law or Criminology or both, or in a cognate discipline;
- A good broad knowledge of either Law or Criminology or both, particularly of the core subjects of one or both of these disciplines;
- Demonstrated experience in teaching, particularly in tutoring/small-group teaching;
- Experience in developing instructional material and in the use of teaching technology and media;
- The pedagogical skills necessary to teach mixed-ability groups;
- Experience in grading assignments and exams;
- Strong oral presentation, research and writing skills;
- Experience of, and commitment to, working in an interdisciplinary setting;
- Good administrative, organisational, teamwork and communication skills;
- The ability to contribute to the assurance and enhancement of teaching quality.

##### **Desirable**

- A PhD level qualification/degree in a relevant area;
- Evidence of scholarship and academic publications of high quality, or the potential for such scholarship;
- Prior experience of supervising dissertations;
- Prior experience of providing skills supports to students in the fields of law or criminology or both, particularly in research skills, mooting, negotiation and/or mediation.

The successful candidate may be in the field of either law or criminology. It is not necessary that candidates have expertise in both disciplines.



## Faculty and Research Institutes

The Faculty of Social Sciences comprises the Departments of Adult and Community Education, Anthropology (with International Development), Applied Social Studies, Design Innovation, Economics, Geography, the School of Law and Criminology, Sociology, The Froebel Department of Primary and Early Childhood Education, and the School of Business. The role of the Faculty is to coordinate the academic activities of individual departments, to oversee the strategic development of departments and to support interdepartmental programmes. The University has also developed several interdisciplinary institutes to support excellent research and to build research capacity across disciplines including Maynooth University Social Sciences Institute and the ALL Institute.

## The School

The School of Law and Criminology is home to 62 full-time permanent staff. It is ranked in the top 5 law schools in Ireland and in the top 251-300 law schools in the world (THES 2025). The School offers undergraduate and postgraduate degrees, based on its research strengths in Law and Criminology, in a vibrant learning environment. The School is one of the newest academic units within the University and is amongst the largest common law academic units in the EU. It offers several popular undergraduate and postgraduate degree programmes, educating over 2,500 students.

The School places a very strong emphasis on research, and is currently home to two European Research Council (ERC) awardees. Four research centres anchor the School's approach to research: the Centre for Criminology, the Centre for European Law, the Centre for International Justice, and the Centre for Technology Law and Policy. Staff members regularly publish in leading international academic journals, and with leading international publishing houses. The School has particular research strengths in the areas of international justice and human rights, law and technology, environmental law, public law, EU Law and policy, intellectual property law, health law, global business perspectives, criminology and criminal justice, and comparative legal theory. In addition, our programmes highlight the practical application of legal and criminological study, and underline the importance of legal skills, such as negotiation and advocacy.

The School is student-focused and outward-facing; it collaborates widely with colleagues within the University and beyond. The School has undergone a period of rapid expansion of its range of programmes at undergraduate and postgraduate levels. It offers, amongst others, the LLB (single major), a suite of BCL (double major) degrees at undergraduate level (including Ireland's first BCL (Law and Criminology) degree and the forthcoming BA Criminology (single major)), and a suite of postgraduate programmes, including the LLM programmes in International Business Law, International Justice, and Global Legal Studies, and the MA in Comparative Criminology and Criminal Justice.

The School was one of the first two Law Schools in Ireland to successfully secure an Athena SWAN Bronze award (recently renewed), which recognises work undertaken to advance gender equality for staff and students in Higher Education.

## 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 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 during mid to late August 2025;
- The appointment is expected to be effective from September 2025 or 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

<b>Tenure</b>	This a full-time permanent post.
<b>Salary</b>	University Tutor Scale: €44,605– €56,780 p.a. (7 points)  Appointments will be made in accordance with public sector pay provisions.
<b>Hours of work</b>	A 37-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 **Thursday 10 July, 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**

