



# **Ollscoil Mhá Nuad Maynooth University**

## **Department of Human Resources Human Resources Officer – Occasional Onboarding Team (Specified Purpose Contract, Full-Time)**

### **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 Human Resources Department is seeking to appoint a Human Resources Officer to join the Human Resources Operations team on a temporary basis to provide Maternity Leave cover for the substantive post holder. This role will support a broad remit of HR functions associated with onboarding and life-cycle requirements of the occasional worker cohort. The HR Officer will work with the wider HR team managing the implementation and administration of national and University policies, providing advice and guidance to the University community, delivering a high-quality service, and promoting best practice. There will be a particular emphasis on relationship management with Heads of Department, Line Managers, and staff across the University community.

This role has a broad remit with constantly changing demands in a busy environment with, at times, conflicting priorities. The successful candidate will have experience working as part of a team in a busy HR function, have excellent interpersonal skills, be organised and flexible, with experience of managing multiple tasks against tight deadlines. They will exercise a high level of discretion with confidential information and must be able to demonstrate ability to work under pressure, working on their own initiative and as part of a team.

The position represents an excellent opportunity for an individual who is keen to expand their Human Resources experience and skills, and to contribute to ongoing change in a busy Department.

### **Principal Duties**

The post-holder will have responsibility for a range of duties supporting Occasional worker onboarding and life-cycle requirements, including:

- Managing the implementation and administration of national and University policies and processes.



- Providing first point of contact support and guidance for the University community in the provision of high-quality service.
- Develop subject matter expertise, contributing to the ongoing enhancement of policies and processes associated with occasional workers.
- Maintain and update HR Information Systems and databases, produce reports and management information as requested by the HR Management Team.
- Identifying opportunities for continuous improvement leveraging best practice, technology solutions, and processes to meet the objectives of the HR team.
- Support the delivery of strategic HR initiatives with the HR management team where required.
- Proactive approach to dealing with queries and requests received by Human Resources, responding in a timely, efficient and accurate manner.
- Working collegially with the wider Human Resources team to provide high quality, general support for the day-to-day running of the Human Resources function.
- Conducting Human Resources business in a confidential and professional manner.
- Undertaking other duties, commensurate with the grade of the post, that may be assigned by the Human Resources Management team.

## **The Ideal Candidate will have**

### **Qualifications / Experience**

- Third level qualification in human resources or a related discipline, or related professional experience (a post graduate degree/diploma would be an advantage).
- Minimum 3 years relevant experience in Human Resources, preferably in a public sector environment.
- Up to date knowledge and experience implementing Human Resources policies, best practice, and adhering to employment legislation.
- An understanding of the requirements of the higher education sector, practical experience of compliance requirements within the public sector would be advantageous.
- Demonstrable experience of working within a team to deliver a range of service offerings.
- Experience in an advisory role, providing guidance and support at all organisational levels and across a range of service areas.
- Demonstrable experience of working with a HR Information System (ideally CoreHR), data extraction and reporting tools.

### **Skills**

- Excellent and effective communication skills, both written and verbal.
- Adaptable and flexible approach to adjusting priorities in a constantly changing environment.
- Proven strong organisational skills to effectively prioritise and manage a varied workload.
- Collaborative approach to working with others.
- Demonstrable customer service ethos.
- A proactive approach with the confidence and ability to work on own initiative.
- Excellent IT skills, particularly Microsoft productivity tools (Excel, Word, Teams, etc).
- Strong data analysis skills, demonstrating attention to accuracy and detail.
- Demonstrable knowledge of HR Information Systems (ideally CoreHR) and reporting.
- An ability to exercise sound judgement, discretion and maintain confidentiality with sensitive information, data, and documentation.



## The Department

The Human Resources Department provides a broad range of services to the University in the areas of recruitment, management of employment contracts, employee relations, resource planning, staff well-being, learning and development, administration of personnel records, and the provision of human resources advice and support.

As a growing and developing department, this is an exciting time to join Human Resources. This role presents an opportunity to build on existing expertise in a collaborative and progressive working environment. As this post encompasses a range of Human Resources duties, the successful candidate will have opportunities to contribute, develop and gain valuable experience.

## 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.
- Appointments will be approved by the President based on the report of the selection board.
- It is anticipated that interviews will be held during 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 is a full time, temporary post for a specified purpose (temporary maternity cover), which is anticipated to be 9 months duration.
<b>Salary</b>	Administrative Officer II (2025): €45,958 – €65,145 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>	<p>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></p> <p>Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.</p>
<b>University policies and schemes</b>	<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><a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a></p> <p><a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a></p>
<b>Pension</b>	<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: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a></p>
<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 **20th 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**

