



Ollscoil Mhá Nuad Maynooth University

Office for Institutional Research & Data Insights Director of Office (SAOIII) (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.

We are seeking a Senior Administrative Officer III to lead the University's Office for Institutional Research & Data Insights. This Office has a responsibility for the development, administration and analysis of data to support university planning and management activities. This Office post plays a specific role in ensuring the University meets its statutory obligations regarding data to the HEA and other regulatory agencies.

The Director of the Office for Institutional Research & Data Insights will have responsibility for ensuring the development and implementation of strategies for the collection, management, analysis, interpretation, and reporting of data, to create a dependable and trustworthy source of data on behalf of the University. In addition, the Director will assist in the development of a culture of data-driven decision making throughout the University.

The post-holder will work closely with the University's leadership team. In addition to this, the successful candidate will work in close collaboration with stakeholders across all Faculties, Schools, Departments, professional units and external agencies and bodies.

Principal Duties

Administrative and other duties:

This will include:

- Guiding the overall vision of the function by developing and implementing effective planning for data management to support the collection, management, analysis, interpretation, and reporting of data.
- Establishing and maintaining the trust in the Institutional Research and Data Insights Office as the source of accurate and reliable data about all aspects of the University's operations.



- Leading the operational planning and management of the Institutional Research & Data Insights Office operations, activities, and staff.
- Assuming responsibility in returning data on behalf of the University in response to regulatory requests for data to the HEA and other regulatory agencies.
- Assuming responsibility for the development and presentation of high-quality data insights and analysis, covering the spectrum of higher education activities, nationally and internationally.
- Conducting in-depth institutional data analysis and provide insights to senior management and other stakeholders on matters of strategic importance.
- Leading the utilisation of qualitative and quantitative data across the University to inform effective decision making.
- Leading and support the development of a data- and evidence-based culture within the University to enhance decision-making, quality assurance and strategic planning.
- Ensuring robust evidence is maintained, utilized, and reported to demonstrate quality, relevance, currency, and impact in line with the needs, vision and strategic priorities of the University and its key stakeholders.
- Creating and leading a community of practitioners among data analytics and insight personnel and consumers to promote the application of data at all institutional levels.
- Managing the University's rankings activities providing insights into the University's performance both nationally and internationally.
- Contributing and being engaged in the development of the data strategy across the university.

IRDI Office Management And Operations

- Taking responsibility for the delivery of statutory reports and data returns on behalf of the institution to the HEA, Department of Further and Higher Education, Research, Innovation and Science and other government agencies including the preparation, analysis and synthesis of data.
- Assisting in the development of analysis and business reporting to support key institutional processes, including quality reviews, strategic planning and benchmarking activities
- Managing the development and operations of the Institutional Research and Data Insights Office.
- Delivering on the Institutional Research and Data Insights Office function informed by a collaborative approach in its operations and development.

Provision of Data to External Organisations

- Working with governmental organisations and stakeholders to contribute to higher education data analyses and policy development.
- Providing relevant, timely and accurate institutional information that supports the university in its interactions with its collaborative partners, the external community and agencies.
- Collating and presenting high-quality self-evaluation and other reports which support the University in meeting its obligations to the HEA and other government agencies.
- Taking responsibility for supplying data to university ranking agencies and analysis of results.

Enabling Data-Driven Decision Making And Improvement

- Supporting the University in monitoring of the implementation of the Strategic Plan in reference to the Key Performance Indicators (KPIs).
- Responsibility for delivering and coordinating specified data to demonstrate progress on the delivery of KPIs in line with University strategic goals and priorities.
- Providing reports to Governing Authority, Academic Council, Management Teams, and other University committees and groups as appropriate.
- Preparing statistical reports for Senior Management and Governance committees and other decision-making structures as requested.



- Leading on comprehensive institutional data analysis to identify trends, patterns, and opportunities for improvement across the University.
- Developing analysis and reporting capacity to inform and support an evidence-based approach to organisational planning, decision-making and enhancement of activities.
- Supporting activities across the University through provision of relevant data and context.
- Creating compelling and informative data visualizations and dashboards to enhance stakeholder engagement, understanding and usability.

Streamlining Of Institutional Research And Insight Functionality

- Providing leadership and university-wide support for the collection, collation and presentation of data, information and critical analyses in response to institutional needs.
- Co-ordinating the University's institutional insight activities, including collecting, analysing, interpreting and reporting data.
- Ensuring data accuracy, completeness, and consistency by implementing data cleansing and validation processes.
- Working co-operatively with the various university constituencies and collaborative partners to optimise the quality, availability and flow of relevant data and information. This will include the development and maintenance of accessible databases.
- Establishing and leading a community of practitioners among data analysis and insight personnel and consumers to promote the application of data at all institutional levels.
- Working collaboratively with University stakeholders to create a culture of data and data-informed decision-making.
- Working closely with IT Services developing the use of Business Intelligence Systems to deliver user-friendly reporting across the university.
- Supporting the coordination, implementation, analysis and reporting of staff and student surveys.

Benchmarking And Trend Analysis

- Identifying, developing and applying national and international benchmarking data resources.
- Assisting the University in identifying emerging internal and external issues and significant sectoral changes.
- Developing objective measurements for base-lining, goal-setting, improvement tracking and benchmarking across a range of higher education activities. This will include, but not be limited to, activity-based benchmarking and comparative / competitive benchmarking with national and international HEIs.
- Assuming responsibility for the analysis of the external higher education sector environment, including benchmarking activities.

The ideal candidate will have:

Essential

- An appropriate honours degree (minimum second class honours) or equivalent.
- A postgraduate qualification (Masters or ideally a PhD) or equivalent certification or experience.
- 5 years post-qualification relevant experience.
- A minimum of 5 years of demonstrated relevant experience in data analytics and/or research or related field in a high-level, academic or executive level setting.
- Demonstrable ability to lead organisational change and maintain positive working relationships.
- Demonstrated experience on the selection, adaptation and application of appropriate quantitative and qualitative approaches, the analysis of data and the provision of meaningful analysis and reportin
- Proven ability to build trust, effective partnerships and collaborate with a range of colleagues internally and externally across an institution to achieve shared goals and find solutions.
- Excellent skills in data analysis, data integrity and data visualization.



- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse setting.
- Demonstrable ability to lead a team with excellent interpersonal and communication skills.
- A positive, enthusiastic, flexible and proactive approach to work allied with an ability to deliver.
- Knowledge of database software and/or statistical software.
- A skilled communicator, with a capacity to present complex ideas and research findings clearly and concisely in oral and written form to a variety of audiences, including university senior leadership.
- Ability to work accurately and independently while meeting schedules and timelines.
- Project management skills in developing cross-institutional approaches to data collection, reporting and analysis.
- A high level of proficiency in desktop analysis and presentation tools and the use of statistical and data visualisation software including Microsoft Power BI, SPSS and Tableau.

Desirable

- Excellent knowledge of higher education, nationally and internationally.
- Experience with data governance to ensure accurate, reliable, and consistent institutional data.
- Experience of planning and the development and implementation of key performance indicators and performance-focussed benchmarking.
- The ability to decipher key trends within a broad range of data matrices in a fast moving and complex environment.
- Experience in the reporting and communication of complex ideas and research findings in both oral and written formats.
- An ability to select, adapt and apply appropriate quantitative and qualitative research design and statistical tools to provide meaningful analyses.
- Excellent organisational and analytical skills with strong attention to detail and the ability to identify solutions.
- Ability to prioritise and manage workloads and to cope with conflicting demands.

Department

As part of the Maynooth University Strategic Plan 2023 – 2028, data and the use of data to inform decision making will be increasingly at the heart of University operations and decision making. In realisation, the Office for Institutional Research & Data Insights is being enhanced, with additional staff and directly reporting to the Vice President Academic and Registrar. The office has currently two research officers, and there is planned growth over the coming years. The Office for Institutional Research & Data Insights plays a critical role in preparing reports for external agencies such as the HEA, but also in our quality assurance processes through student surveys and the collation of results on student performance.

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 uaimhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithe 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 the month of September 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 full-time, permanent post.
Salary	Senior Administrative Officer III (2025): €90,378 – €127,638 p.a. (8 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	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	<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 **Sunday, 11th September 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

