



Ollscoil Mhá Nuad Maynooth University

Department of Human Resources Executive Assistant – HR Operations (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

The Human Resources Department is seeking an Executive Assistant to join the HR Operations team supporting a broad range of duties associated with the ongoing delivery of resourcing and support services for the University community. The successful candidate will have excellent communication and 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.

The position represents an excellent opportunity for an individual who is keen to learn and develop Human Resources experience and key administrative skills in a busy Department. Candidates must be able to demonstrate an ability to work under pressure, on their own initiative and as part of a team. The individual must be discreet, trustworthy and capable of dealing with confidential material.

Principal Duties

Provision of administrative support across a range of HR service offerings with a particular emphasis on supporting the key functions of the Operations team:

- Supporting the onboarding of new employees including use of the HR Information System (CoreHR) to support the set-up of new employees.
- Preparation of lifecycle documents (contracts, renewals, letters, etc) for issuing.
- Use of the HR Information System (CoreHR) to record and report on payroll adjustments on a monthly basis.
- Supporting the implementation and administration of leave policies for employees, and employee schemes ensuring compliance with national and University policies.
- Communication with the wider University community and employees providing advice and guidance on HR related matters.
- Dealing with queries received in the HR department in a timely, efficient and accurate manner.
- Conducting HR business in a confidential and professional manner.
- Undertaking other duties, commensurate with the grade of the post, that may be assigned by the HR Management team.



The ideal candidate will have:**Essential**

- A third level qualification in Human Resources or a related discipline.
- Experience working in Human Resources (preferably in a public sector or university environment, or experience in a high-volume environment).
- Demonstrable experience of working with HR IT systems (Specific experience of CoreHR would be advantageous).
- Excellent IT skills in particular MS Office suite, MS Teams, electronic file management and the ability to work with detailed spreadsheets.
- An ability to adapt and learn how to use new information systems effectively.
- Excellent communication skills, both verbal and written, along with an ability to articulate clearly.
- Demonstrable customer service orientation.
- Excellent organisation skills with experience of dealing with multiple tasks simultaneously.
- Excellent time management skills with experience of working in a time-pressure environment and working to deadlines in a busy office environment.
- An ability to exercise sound judgement, discretion and maintain confidentiality with sensitive information, data, and documentation.
- An ability to work independently and on own initiative, along with a commitment to working as part of a team.

The Human Resources 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 wellbeing, 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 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 uaillmhianach 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;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held mid-late August.
- 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 a full-time, permanent post.
Salary	Executive Assistant (2025): €31,713– €47,950 p.a. (13 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	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



	<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, 4th August 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

