



Ollscoil Mhá Nuad Maynooth University

Careers and Employability Service Student Skills and Success

Placement Officer (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.

As part of this mission, the Careers and Employability Service (CES), within the Student Skills and Success division, is seeking a motivated and experienced **Placement Officer** to lead and manage the placement team and our accredited placement programmes.

This role is central to delivering high-quality placement experiences across disciplines, building strong employer and faculty partnerships, and ensuring compliance with academic and quality standards. Aligned with the University's Strategic Plan 2023–2028 and its mission to “imagine and create better futures for all,” the Placement Officer will help empower students to become highly employable, next-generation creators and decision-makers.

The successful candidate will report to the Head of Careers and Employability, working closely with the wider Careers and Employability Service team to lead, manage and grow the accredited placement team and work programme at Maynooth University. The placement service requires a strong leader who can forge and develop sustainable relationships, work collaboratively and systematically as well as an individual who has the ability to manage and prioritise a complex workload. To be successful in this role, you will be a good team player, highly organised, have a systematic approach to problem solving, and have a proven track record in adaptability and growth. It represents a great opportunity for a person who is committed to enhancing placement experience for students at a strategic and operational level.

Principal Duties

Administrative and other duties:

This will include:



Leadership and Management

- Lead the design, delivery, and evaluation of accredited placement processes and standards across undergraduate and postgraduate programmes, nationally and internationally.
- Manage, motivate and develop the placement team, promoting high standards, professional development, and continuous improvement.
- Expand placement opportunities, define KPIs, and implement systems to track progress against university targets.
- Manage a caseload of placement programmes and allocate responsibilities across the team, including the management of future placement growth.

Quality Assurance and Reporting

- Implement best practices and benchmark performance to ensure consistency and quality in all placement programmes.
- Review, enhance, and standardise placement processes, including student and provider support, evaluation, and reporting.
- Strong familiarity with MS Office tools and ability to use technology and digital platforms to improve student experience and to manage employer engagements.
- Maintain accurate placement records, procedures, documentation and reporting structures, and produce regular reports and updates for internal stakeholders.
- Measure, evaluate and evidence placement value and impact through the collection and analysis of relevant data aligning with MU strategic priorities.
- Ensure compliance with GDPR; Health and Safety; and Equality and Diversity requirements and legislation.

Student Support

- Plan, design, deliver and evaluate a suite of placement workshops, content, resources and digital tools to support placement students throughout the placement lifecycle.
- Provide guidance and support to students via one-to-one and group sessions. throughout the placement process on topics including CV preparation, interview skills, and professional conduct.
- Act as a point of contact for students during their placement, ensuring necessary follow up from University staff and supports as appropriate.

Employer Engagement & Relationship Management

- Build and maintain strong relationships with local, national, and international employers.
- Develop a pipeline of opportunities across all disciplines and sectors to meet placement demands.



- Manage employer databases (including CRM) and contribute to employer engagement plans and promotional activities.
- Liaise with internal and external stakeholders on placement planning, delivery, timelines and issue escalation as they arise.
- Monitor labour market trends and recruitment practices.

General Duties

- Engage in ongoing personal and professional development, including participation in AHECS and AGCAS activities.
- Support Careers and Employability Service and Student Skills and Success Office initiatives, represent the University at relevant events, and undertake other duties as assigned.

The ideal candidate will have:

Essential

- Minimum three years' relevant work experience, including staff management, in higher education, recruitment or business development environments, with a proven track record in partnership building, stakeholder engagement, and collaborative project delivery.
- Knowledge of recruitment processes, best practice, policies, and quality assurance implementation.
- Strong organisational, project management, reporting, and IT skills, with the ability to work calmly under pressure, adapt to new systems, prioritise tasks, and meet deadlines.
- Excellent communication, influencing, teamwork, and networking skills, with a proven ability to build rapport and motivate others.
- Solutions-focused, adaptable, and proactive, with a positive approach to problem-solving and change initiatives.

Desirable

- A postgraduate or professional qualification in a relevant area.
- Experience of working in a third level education institution in a similar role.
- Experience with education technology and data analysis tools.

Department

Student Skills and Success

Student Skills and Success plays a central role in enabling MU students to fulfil their potential by partnering with them to understand their experiences and perspectives. The unit supports students in navigating the complexities of university life, fostering a sense of belonging, and encouraging them to embrace the full range of opportunities MU offers. Through this support, students are empowered to thrive, make the most of their time at MU, and imagine and create a better future. This unit comprises Student Success and Engagement (including Orientation), Academic and Programme Advisory, Academic Writing Support Services, and the Careers and Employability Service. Post Ref:036002 4 Office for Students and Learning The Office for Students and Learning champions student engagement and co-creation, ensuring that the student voice underpins the strategic direction of educational activities. It also provides strategic guidance through the Centre for Teaching and Learning, driving



educational enhancement initiatives grounded in research and best practices. Additionally, it oversees the University's teaching and learning function, supporting staff in teaching, assessment, and student support. The office is the university driver for student employability and success through Student Skills and Success, which includes the Careers and Employability Service. It works very closely with other teams across the University to support students and is committed to the health and well-being of students, leading the development of comprehensive support systems, collaborating closely with the Maynooth Students' Union, and championing a positive student 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 uailmhianach 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 in early/mid 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 a full-time, permanent post.
Salary	Administrative Officer 1 (2025): €58,634 – €83,657 p.a. (9 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 **Sunday, 17th 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

