



Ollscoil Mhá Nuad Maynooth University

Governance Directorate Administrative Officer to the Governing Authority (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.

This role is situated within the Governance Directorate of Maynooth University. The Directorate leads on a range of responsibilities including supporting the Governing Authority (GA) and its Standing Committees; GDPR and FOI; risk management; internal audit; legal affairs and insurance.

This role supports the effective operation of the Governing Authority (GA) of Maynooth University, which is the key decision-making body of the University, and provides administrative support to the Director of Governance.

The GA is chaired by an external Chairperson. It comprises 19 members both internal and external to the University, and has a particular responsibility for the strategic direction of the University, its staff, revenue, property portfolio, compliance with governance standards and the general conduct of its affairs. The GA normally meets six times a year and receives reports from its Standing Committees:

- Audit and Risk Committee
- Finance, Human Resources and Capital Development Committee
- Quality Committee (a joint committee with Academic Council)
- Equality, Diversity, Inclusion and Interculturalism Committee (a joint committee with Academic Council)
- Coiste Gaeilge na hOllscoile (a joint committee with Academic Council)

Principal Duties

Administrative and other duties:

Reporting to the Director of Governance, the administrative duties of this post include:



- Preparing and circulating agendas for the GA and relevant Standing Committees and any other committees that may be established (which include writing explanatory cover notes and assembling all supporting documentation) in conjunction with the Secretary within tight time frames;
- Liaising with the key internal stakeholders to ensure the timely provision of documentation to the GA and its Standing Committees;
- Attending all relevant meetings of the GA and relevant Standing Committees and any other committees that may be established, as necessary;
- Writing the formal Minutes of the meetings of the GA and relevant Standing Committees and any other committees that may be established;
- Ensuring consistency in the governance around the GA and relevant Standing Committees and any other committees that may be established;
- Scheduling the meetings of the GA and relevant Standing Committees and any other committees that may be established, to synchronise the flow of information, documentation and decisions upwards to the GA;
- Developing and monitoring a comprehensive work programme comprising all timelines for reporting to GA and its Standing Committees and any other committees that may be established, so that all reporting timelines are met;
- Liaising with the Administrative Officer of the Academic Council (AC) about scheduling and synchronising GA and AC meetings, and exchanging information relevant to both the GA and AC;
- Recording the GA decisions and uploading them to the University Website;
- Communicating and following up on all decisions made at GA and relevant Standing Committees and any other committees that may be established;
- Preparing induction and briefing materials for the GA;
- Providing administrative support to the Chair of GA and relevant Standing Committees, when necessary;
- Developing and maintaining strong relationships with members of GA, relevant Standing Committees and key internal and external stakeholders;
- Co-ordinating the interchange of information between the GA and its Standing Committees and any other committees that may be established;
- Co-ordinating GA elections which are administered under legislation and regulations;
- Supporting the process for the appointment of the University President, the appointment of a Chairperson of GA, and the appointment of GA members;
- Updating and maintenance of the GA web page;
- Ensuring the University complies with certain legislative requirements, e.g., *Ethics in Public Office Acts*;
- Providing administrative support to the Director of Governance;
- Overseeing and managing the budget for the Governance Directorate;
- Any other relevant duties that may be assigned from time to time.

Key Competencies:

The role requires demonstrable competency in the following areas:

- Attention to Detail;
- Good judgement;
- Organisational Skills;
- Communications Skills;
- Time-Management;
- Resilience;
- Ability to take initiative;
- Capacity for teamwork;
- Computer Literacy – specifically e.g., all aspects of Office 365, Microsoft Teams, Internet, Web design.



The ideal candidate will have:**Essential**

- At least one years' experience of working in a similar governance support role;
- NFQ Level 8 honours degree.
- Excellent relationship management skills;
- Excellent organisational skills;
- Excellent (verbal and written) communication skills;
- Experience of effective minute taking;
- An ability to persuade, influence and manage more senior colleagues;
- Resilience;
- A high level of confidentiality.

Desirable

- Proficiency in the Irish language.
- Knowledge of the organisational structure of the University (or a similar public sector organisation) in terms of the academic and support services within it, e.g., the functions of, and relationships between, Governing Authority, Academic Council, GA Standing Committees, Faculties and Departments;
- Knowledge of the University (or a similar public sector organisation) and its procedures, or an ability to quickly acquire such knowledge e.g., the University Statutes and the *Universities Act 1997*, and the Higher Education Authority Act 2022.

Governance Directorate

The Governance Directorate was established in August 2022. The Director of Governance leads a team that currently comprises the Data Protection Officer and Freedom of Information Officer, the Risk and Compliance Officer, and the Administrative Officer to the Governing Authority. The Directorate is responsible for a wide range of areas including supporting the Governing Authority and its Standing Committees, data protection and freedom of information, coordinating the internal audit programme, leading the risk management framework across the University, procuring legal advice as and when necessary, and coordinating the insurance needs of the University.

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;
- 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 August 2025.
- The appointment is expected to be effective from September 2025.

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	ADMINISTRATIVE OFFICER I €58,634 - €83,657 (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	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 **Tuesday, 19th of 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

