



Ollscoil Mhá Nuad Maynooth University

Office for Institutional Research & Data Insights Institutional Research Data Analyst (Administrative Officer II, 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 an Institutional Research Data Analyst to work within the Office for Institutional Research & Data Insights. This Office, led by the Director of Office for Institutional Research & Data Insights, has a responsibility for the development, administration and analysis of data to support university planning and management activities. The person appointed will work to support the increasing data reporting needs and requirements of the University, such as, but not limited to, reporting to inform and support the University Strategic Plan, inputting into the provision of data for external reporting demands or requirements, greater use of data for quality reviews, and increasing requests to support equality activities.

The appointee will work in collaboration with IT services and other units within the University as part of this role. The successful candidate will have excellent technical knowledge and strong Business Intelligence experience to provide powerful and flexible solutions to stakeholders.

Principal Duties

Administrative and other duties:

This will include the:

- Development of reporting capacity to provide for the dissemination of results and findings in easily digested, accessible and interactive formats with reports streamlined for different stakeholder groups as required.
- Preparation of statistical reports to support an evidence-based approach to institutional strategic planning and enhancement activities, to aid decision making, and to facilitate the monitoring of performance against strategic objectives.
- Compilation and analysis of data for internal and external reporting requirements including returns to bodies such as the HEA and for benchmarking/ranking exercises.
- Provision of support and the facilitation of an evidence-based approach to key internal units for planning and enhancement, decision making, monitoring or reporting purposes.



- Provision of data with appropriate analysis for targeted initiatives such as quality reviews, equality reporting activities such as for Athena Swan reporting, or other performance reporting exercises as required.
- Design (as needed), coordination, administration, analysis, reporting and communication of findings on annual student surveys.

The ideal candidate will have:

Essential

- Postgraduate qualification in a relevant area with demonstrable experience in data analytics and project management, ideally in a HE environment.
- Demonstrable experience extracting, interpreting, analysing, and reporting on related datasets in a meaningful manner with a high level of competence in statistical analysis and reporting tools which may include SPSS, R, SAS, Microsoft Power BI, etc.
- Capacity to collect, analyse, interpret, and report on quantitative data to support decision making and planning.
- Experience of designing and implementing BI systems for business users including reports, dashboards and drill down /through reporting systems to support decision making.
- Highly proficient with Relational Database (e.g. Oracle/ MS SQL / My SQL) and significant expertise in querying languages (Oracle SQL & TSQL) and data analysis. Experience of Data Analysis Expressions (DAX) would be an advantage.
- Highly proficient with report writing technologies including data analytics and visualisations, Microsoft reporting stack experience a distinct advantage – power BI, SSRS and Excel dashboards/ Reports/ KPIs/ Power Pivot/ Excel services.
- Experience of change management processes, versioning and code repositories in order that new and changed reports and dashboards are subject to correct governance and versioned correctly for backup and recovery.
- Experience in the development of easy- to- use analysis and reporting structures in electronic dashboard format to support planning, monitoring and reporting together with providing capacity to easily communicate and disseminate information and findings, as needed, to a range of stakeholder groups.
- Experience in survey design, administration, analysis and the dissemination of findings.
- Excellent project management, organisational and administrative skills with keen attention to detail and high level of accuracy with the ability to work independently, to prioritise, to multitask, and to meet strict deadlines.
- Strong interpersonal skills with an ability to build successful professional working relationships with a wide range of internal and external stakeholders.
- Proficiency in oral and written communications with demonstrable experience presenting to and preparing data reports in a readily understandable manner.
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Desirable

- Experience in and good understanding of working in a higher education environment and the data systems in use in a higher educational provider context.

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, which forms part of the Vice President Academic and Registrar's Offices, is being enhanced with the recruitment of additional staff. In addition



to its role in providing the data required to support the university's planning and management activities the Office for Institutional Research & Data Insights plays a critical role in preparing reports for external agencies such as the HEA, and also in relation to 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 uailmhianach 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;
- 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 the second week of October 2025;
- The appointment is expected to be effective from end-November 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](#) / [Polasáí 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 II: €46,418– €65,806 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, 21st 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

