



# **Ollscoil Mhá Nuad Maynooth University**

## **Office of the Vice President for Equality, Diversity and Inclusion Equality Data Analyst (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 Equality, Diversity, and Inclusion (EDI) Office at Maynooth University leads on the development and implementation of strategies to promote a more equitable, diverse, and inclusive campus. Headed by the Vice President for Equality and Diversity, the office supports institutional initiatives aligned with national and international equality legislation and best practice. It works across the university to embed inclusive policies, advance gender equality (including through the Athena Swan Ireland Charter), and support underrepresented staff and student groups. Ensuring equality, valuing and celebrating diversity and promoting inclusion (EDI) is a key enabler of the Maynooth University Strategic Plan 2023– 2028 and the University sees it as vital that we respond through positive actions to the object of greater inclusion.

We are seeking to appoint an Equality Data Analyst who will have responsibility for leading on the identification, gathering, analysis and presentation of relevant EDI student and staff data to inform strategy and reporting. The successful candidate will identify, monitor, evaluate and visualise EDI data and metrics against the University's key performance indicators to ensure that consistent and reliable evidence-based policy, practice and reporting is undertaken. The role will involve distilling and communicating EDI data and insights for diverse audiences and contributing to cross-university equality initiatives such as Athena Swan Ireland.

Reporting to the Equality Project Officer, the Equality Data Analyst will be part of a diverse team led by the Vice President for Equality and Diversity.



## Principal Duties

This will include:

- Coordinate on the identification, gathering, analysis and presentation of relevant EDI data/statistical reports to support university strategy, benchmarking, process monitoring, decision making and evidence-informed policy and practice.
- Work with the EDI Office, the Institutional Research and Data Office, HR, Access, IT Services and other relevant units across the University collating specialist data/information to support EDI Assurance processes and certification submissions.
- Compile and analyse of data for internal and external reporting requirements including returns to bodies such as the HEA and for benchmarking/ranking exercises.
- Support academic and administrative departments involved in the Athena Swan Ireland process by providing relevant and timely EDI data, and by helping to contextualise and apply this information in submissions and equality action plans.
- Contribute to data provision for targeted initiatives such as the Public Sector Equality and Human Rights Duty, the United Nations Sustainable Development Goals, Athena Swan Ireland, and other reporting requirements, using appropriate collection, analysis, and interpretation methods.
- Contribute to the development of EDI data systems, dashboards, and surveys for relevant internal and external reporting on staff and students, including equality action plans.
- Liaising with the Data Protection Office, support the University to uphold best practice in data protection in managing data relating to protected characteristics under GDPR.
- Represent the University in relevant external forums and networks related to EDI data to support the national EDI data agenda and to share Maynooth's contributions and learning.
- Provide coordination and administrative support for the University's EDI Data Group, Race Equality Steering Group, and other relevant steering groups.
- Support the design, delivery, and analysis of surveys, focus groups, and awareness-raising activities among staff and students.
- Contribute to the preparation of funding applications and research proposals that support and advance institutional equality, diversity, and inclusion initiatives, through the provision of data and evidence-based insights.
- Conducting all University business in a confidential and professional manner.
- Undertake such other duties commensurate with the grade of the post, as may reasonably be required by the Vice President for Equality and Diversity.

**The ideal candidate will have:**

### Essential

- Relevant third-level qualification with a strong data handling/analysis element due to the role's requirement to lead and deliver complex EDI data interpretation and reporting to support EDI assurance processes and strategic planning.
- Two-years' experience in conducting quantitative and qualitative research to support evidence-based planning priority setting.
- Demonstrable experience extracting, interpreting, and reporting on related datasets in a meaningful manner with a high level of proficiency in statistical analysis and reporting tools which may include SPSS, R, Excel, PowerPoint, or Microsoft Power BI.
- Demonstrated ability to communicate complex information clearly and concisely to diverse audiences through written reports and verbal presentations.
- 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.
- Demonstrated ability to contribute independently as well as collaboratively to team-based projects.
- Experience in and good understanding of working of data systems in use in a higher educational provider context (e.g. PowerPoint, Tableau, MS Forms, WuFoo, Formstack, SurveyMonkey, Jisc Online surveys, Power BI, Power Automate, SSRS, Jaspersoft, CRM, , MS Project, SPSS, NVivo), and proficiency in Excel (advanced).
- Demonstrated 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.
- Demonstrated experience in survey design, administration, analysis, and the dissemination of findings.
- Proficiency in interpreting datasets to identify trends, gaps, and correlations (e.g. in student/staff demographics, progression, recruitment outcomes), including through descriptive and/or inferential statistical analysis.
- Ability to present data clearly and effectively through dashboards, charts, and infographics.
- Awareness of GDPR legislative requirements.

**Desirable:**

- Postgraduate qualification with a core data handling/analysis element in social sciences, statistics or other related fields due to the requirement to provide advanced analytical skills and subject knowledge to inform policy and strategic planning.
- Relevant professional experience of data analysis and project management in a higher education or EDI context.

## **The Office of Vice President for Equality, Diversity and Inclusion**

The Office of the Vice President for Equality, Diversity and Inclusion at Maynooth University leads on the development and implementation of strategies to promote a more equitable, diverse, and inclusive campus. Headed by the Vice President for Equality and Diversity, the office supports institutional initiatives aligned with national and international equality legislation and best practice. It works across the university to embed inclusive policies, advance gender equality (including through the Athena Swan Ireland Charter), and support underrepresented staff and student groups. Ensuring equality, valuing and celebrating diversity and promoting inclusion, the EDI Office is a key enabler of the Maynooth University Strategic Plan 2023– 2028. The University sees it as vital that we respond through positive actions to the objective of greater inclusion. The EDI Office is involved in work across the nine grounds of discrimination: Gender, Civil status, Family Status, Sexual Orientation, Religion, Age, Disability, Race, and Membership of the Traveller Community, along with working to ensure access and inclusion for students and Excellence in Exile (supporting asylum seekers, refugees and migrants in higher education). The EDI Office includes the Equality Project Officer, Equality Officer, Race Equality Project Coordinator and support staff. The Vice President for Equality and Diversity also has responsibility for the Maynooth Access Office, and the Centre for Inclusive Higher Education.

To learn more about the Office of the Vice President for Equality, Diversity and Inclusion, please visit our website at <https://www.maynoothuniversity.ie/edi>



## 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 18<sup>th</sup> century roots and 21<sup>st</sup> 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 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>

Our Strategic Plan sets out an ambition to be an excellent place to learn and work, and an inclusive community where students and staff can flourish and make a distinctive contribution to the national system of higher education and the public good. Achieving this requires staff to have a strong sense of connection to the University and support from colleagues. We recognise that our people are our greatest resource and actively seeks to attract, develop, and retain a talented workforce by creating a positive and welcoming University environment. As well as offering a competitive salary, access to a public sector pension scheme, and annual leave allowance, the University also provides other facilities and benefits including, but not limited to:

- Family-friendly leave schemes
- Tax Saver travel scheme and Cycle to Work scheme
- On-campus crèche
- On-campus restaurants and coffee shops
- Employee Assistance Programme
- Health and Well-Being programmes
- Education support opportunities
- Continuous Professional Development opportunities, including leadership programmes, mentoring, Aurora programme.
- Study and Exam leave
- Sports facilities and gym

To learn more about being part of the Maynooth University team, please visit our website at <https://www.maynoothuniversity.ie/human-resources/come-work-with-us>

## 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 October 2025
- The appointment is expected to be effective from 12 November 2025, or 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

<b>Tenure</b>	This a full-time, permanent post.
<b>Salary</b>	Administrative Officer II (2025): €46,418 – €65,806 p.a. (9 points)  Appointments will be made in accordance with public sector pay provisions.
<b>Hours of work</b>	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.
<b>Location</b>	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
<b>Annual Leave</b>	Annual leave and public holidays are provided for in the University policy: <a href="https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy">https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</a>  Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
<b>University policies and schemes</b>	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:  <a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a>  <a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a>
<b>Pension</b>	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: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a>
<b>Eligibility</b>	Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: <a href="https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/">https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</a>  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.  <b>Former Irish Public Service employees - Certain Restrictions on Eligibility</b>  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: <ul style="list-style-type: none"> <li>• Collective Agreement: Redundancy Payments to Public Servants</li> <li>• Incentivised Scheme for Early Retirement (ISER)</li> <li>• Department of Health and Children Circular (7/2010)</li> </ul>



	<ul style="list-style-type: none"> <li>Department of Environment, Community &amp; Local Government (Circular Letter LG(P) 06/2013)</li> </ul> <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>
<b>Garda vetting</b>	Garda vetting or clearance may be required by the University.
<b>Medical</b>	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 14<sup>th</sup> 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**

