



# **Ollscoil Mhá Nuad Maynooth University**

## **Department of Human Resources Senior Executive Assistant – HR Operations (Specified Purpose Contract)**

### **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 to appoint a Senior Executive Assistant to join the Contracts and Payroll Team supporting a broad range of administrative duties associated with the onboarding of new employees, contract preparation and the management of monthly payroll adjustments. The successful candidate will manage the end-to-end processes of employee onboarding, including the use of the HR Information System (CoreHR) to support the systems set-up of new employees, in line with university policies and processes, and promoting best practice. They will work closely with the university community to provide advice, guidance, and support throughout the contracts and payroll process

The successful candidate will have experience working as part of a team in a busy Contracts and Payroll function, have excellent interpersonal skills, close attention to detail, be organised and flexible, with experience of managing multiple tasks against tight deadlines. They will exercise a high level of discretion with confidential information and must be able to demonstrate ability to work under pressure, working on their own initiative and as part of a team. This role has a broad range of duties with constantly changing demands in a busy environment, at times, with conflicting priorities.

The position represents an excellent opportunity for an individual who is keen to expand their Human Resources experience and skills, and to contribute to ongoing change in a busy Department.

### **Principal Duties**

#### **Administrative and other duties:**

The post-holder will have responsibility for a range of duties and responsibilities which include:

- Working as part of a team to deliver high level of administrative and operational support to the Human Resources function and wider University community.
- Use of the HR Information System (Core HR) to support Human Resources processes such as new employee set-up, personnel record adjustments, recording and reporting on monthly payroll adjustments.



- Managing employee on-boarding and contract preparation, end to end, in line with university policies and processes, and promoting best practice.
- Act as a point of contact for communications with the University community, providing advice and guidance on Operational HR (Contracts and Payroll) related matters.
- Supporting the implementation and administration of national, sectoral, and university policies, developing processes and supporting documentation as needed.
- Maintaining HR data and information as necessary and in line with policies and procedures.
- Reporting and analysis of data from HR systems (CoreHR) and the preparation of information for audit, University communications, management reports as needed.
- Support the continuous improvement and expansion of functionality of HR Information Systems, policies and processes to meet strategic objectives of the HR Operations Pillar and wider Human Resources function.
- Collaborate with members of the Human Resources team to provide high quality, support for the day-to-day running of the function.
- Proactive approach to dealing with queries and requests received by Human Resources, responding in a timely, efficient and accurate manner.
- Providing guidance and support to Heads of Department/Line Managers on Contracts and Payroll related matters.
- Conducting Human Resources business in a confidential and professional manner.
- Undertaking other duties, commensurate with the grade of the post, that may be assigned by the Human Resources Management team.

**The ideal candidate will have:**

**Essential**

**Qualifications/Experience**

- Third level qualification in Human Resources or a related discipline.
- Experience working in a Contracts and Payroll function, preferably in a third level university or public sector environment.
- Experience of working with a HR Information system in the areas of employee record set-ups, employee record management, recording and reporting on monthly payroll adjustments. Specific experience of CoreHR/PeopleXD would be advantageous.
- Support the implementation of national, sectoral, and university policies, developing processes and supporting documentation as needed.
- Experience of working with cross-functional teams and department to ensure a high-quality service is always maintained.
- Demonstrate the ability to work independently and on own initiative, along with a commitment to working as part of a team.

**Skills**

- Excellent communication skills, with demonstrated ability to communicate effectively, both verbal and written, with the ability to develop positive working relationships with internal and external stakeholders.
- Excellent IT skills, in particular MS Office productivity tools, MS Teams, CoreHR/PeopleXD, electronic file management and the ability to work with detailed spreadsheets.
- Ability to work accurately with data, including the interpretation of data and information to produce reports and inform decision-making, along with excellent attention to detail.
- An efficient approach to time and task management, with the ability to prioritise and complete concurrent tasks to timelines in a busy environment.
- Strong organisational skills to effectively prioritise and manage varied workload.
- An ability to exercise sound judgement, discretion and maintain confidentiality with sensitive information, data, and documentation.



## Desirable

- An understanding of the contracts and payroll requirements within the higher education sector, along with practical experience of the compliance requirements within the public sector would be advantageous.
- Experience working as part of a technology project, for example a system upgrade or expansion of functionality.

## 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 well-being, 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 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 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>

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;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during the month of November.
- The appointment is expected to be effective 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 is a full-time, temporary post for a specified purpose (temporary replacement cover) , anticipated to be 12 months duration.
<b>Salary</b>	Senior Executive Assistant (2025): €46,703 – €56,828 p.a. (7 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>	<p>Applications from non-EEA citizens are welcomed. 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></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><b>Former Irish Public Service employees - Certain Restrictions on Eligibility</b></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"> <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> <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 12<sup>th</sup> of October 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**

