



Ollscoil Mhá Nuad Maynooth University

Data Protection / Freedom of Information Office Administrative 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.

The University's Data Protection and Freedom of Information Office is legally responsible for ensuring that the University is compliant with the GDPR (General Data Protection Regulation), Data Protection legislation and Freedom of Information legislation. The Office sits within the Governance Directorate and acts as a champion for Data Protection compliance and create awareness and knowledge across the University. The Office is responsible for assisting staff, students and members of the public in exercising their rights under the legislation.

We are seeking to appoint an Administrative Officer, Data Protection/ Freedom of Information Office. Reporting to the DPO/FOI Officer, the successful candidate will be responsible for carrying out required tasks to ensure compliance throughout the University with relevant legislation and supporting the functions that are legally required of the DP/FOI Office.

Principal Duties

Administrative and other duties:

This will include:

- Responsible for the efficient running of day-to-day operations of the DP/FOI Office.
- Provision of advice on compliance with the relevant Data Protection and Freedom of Information legislation, data subjects' legal rights, data controller legal obligations, data processing issues and multiple related topics.
- Management, advice, monitoring and review of the Data Incident Management Response Plan when there is a personal data/data incident or breach.
- Management, advice, monitoring, and review and approval (where appropriate) of Data Privacy Impact Assessments.
- Conducting Data Protection Audits of Maynooth University Departments and Offices to ensure the University's Records of Processing Activities is up to date and accurate as required under the GDPR.



- Provision of ongoing DP/FOI training, targeted workshops for high-risk areas of activity and the development and maintenance of online training documentation in conjunction with online tutorials and face to face user training.
- Processing Data Subject Access Requests and Freedom of Information requests in compliance with the legal requirements.
- Liaise with the Office of the Data Protection Commissioner where appropriate.
- Reviewing existing and new contracts for services with third parties, in collaboration with IT services, to ensure compliance with GDPR and IT Security.
- Reviewing and updating of Data Protection and Freedom of Information policies, procedures and guidelines as required under the legislation.
- Communicating any relevant DP/FOI related updates to all stakeholders in the University to maintain best practice.
- Ensuring maintenance of DP and FOI registers, webpages and content.
- Liaising with other DP/FOI Officers in other Irish institutions on a regular basis.
- Instilling a strong Data Protection and Freedom of Information culture within the University.
- Delivering end to end processes to improve existing Data Protection and Freedom of Information functions.
- Deputising for the Data Protection Officer/Freedom of Information Officer as required.
- Any other work that may be assigned from time to time.

The ideal candidate will have:

- The capacity to work on own initiative and use sound judgement, professionalism and exercise discretion maintaining confidentiality with sensitive information, data and documentation.
- Excellent project management, organisational and IT skills, with the ability to work calmly under pressure and work effectively to deadlines.
- Collaborative approach to working with others.
- Effective communication skills with proven ability to present high quality written and verbal reports, including the dissemination of complex information to diverse audiences.
- A proactive approach to providing advice and guidance.
- Be flexible, adaptive, innovative and persuasive with the capacity to engage effectively with senior level stakeholders and to influence strategy and culture at a senior level.
- Experience in establishing priorities and managing multiple activities to meet University and legislative deadlines, completing concurrent tasks in a busy environment with attention to detail.
- Ability to make sound judgements, based on evidence and with a well-reasoned rationale and to stand by these judgements for the benefit of staff, students and the University as a whole.
- Capacity to develop new processes to address problems as they arise and to streamline existing processes.

Essential:

- NFQ Level 8 honours degree in a relevant discipline and/or professional qualification in Data Protection or Freedom of Information.
- Comprehensive knowledge and understanding of the GDPR, the Data Protection Act 2018, the Freedom of Information Act 2014 and related regulations.
- Two or more years' experience working in the GDPR, Data Protection and Freedom of Information fields.
- Significant understanding and knowledge of IT Security and systems.
- Excellent documentation skills, with the ability to create intuitive, easy to use and comprehensive materials.
- Experience with data analysis, collation and preparation of materials for release, including an understanding of effective redaction where necessary.



Desirable

- Experience working in an IT environment.
- Experience developing materials for technical training, including rolling out of training and awareness initiatives.
- Experience of working collaboratively with multiple internal and external stakeholders and partners to deliver results on schedule.

The Data Protection/Freedom of Information Office

The GDPR, Data Protection and Freedom of Information legislation impacts on many aspects of University life. The Data Protection/Freedom of Information Office is responsible for the implementation of, and ongoing compliance with GDPR, Data Protection and Freedom of Information law and regulations to ensure that the University can meet its legally required obligations.

The Office is responsible for assisting students, staff and the public in exercising their rights under the legislation. Required tasks for the Office include but are not restricted to: monitoring University compliance with legislation; provision of legislative specific training to the University community; updating, further development and implementation of relevant policies procedures and guidelines; conducting University wide audits to ensure the records of processing activities is up to date and accurate; reviewing and approval of Data Privacy Impact Assessments and contracts for services as appropriate; processing FOI and Access requests; conducting FOI and data protection investigations & representing the University on national committees and work groups.

Learn more about the work of our office at <https://www.maynoothuniversity.ie/data-protection> and [Freedom of Information | Maynooth 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 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 03rd 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

Tenure	This a full-time, permanent post.
Salary	Administrative Officer I (2025)*: €59,220 – €84,494 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	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 **Sunday, 28th 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

