



Ollscoil Mhá Nuad Maynooth University

Curriculum Services Office, Registry Administrative Lead (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 Curriculum Services Office, Registry is seeking to recruit an Administrative Lead for all staff, processes, systems and documentation that fall under the remit of the Curriculum Services Office. This role will be responsible for the effective operational delivery of all functions of this diverse office.

The successful candidate will be an experienced Administrator with a strong track record in team leadership and a demonstrated ability to manage complex workloads and multiple workflows. They will have experience leading and managing a team in a busy function, have excellent interpersonal skills, 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, on their own initiative and as part of a team.

Principal Duties

In relation to the functions of the Curriculum Services Office set out above, the postholder will be required to

- Act as line manager for staff in the Curriculum Services, Student Vetting and Special Permission functions;
- Allocate work across the team while balancing operational demands with ongoing development initiatives;
- Support the Curriculum Officer in strategic planning and deputise at meetings and committees when required;
- Lead the development of operational policies and guidelines for the Curriculum Services Office, and contribute to process improvements across the wider Registry;
- Monitor and ensure the accuracy and integrity of programme structure data, including the development of technical Programme Information Documents for all University programmes;
- Ensure effective use and performance of the Academic Database, liaising with IT Services where necessary to identify solutions to challenges and potential new developments;



- Consideration and processing of 400-500 special permission requests annually from individual students (current and past);
- Overseeing the time-sensitive processing of 950+ student vetting applications and confidentially managing the University response to any disclosures received;
- Communicate effectively with departments regarding Registry systems, policies, and student regulations, including special cases;
- Maintain accurate records and documentation in line with university policies and participate in audits and reviews as required;
- Liaise extensively with academic departments, heads of departments and faculty deans on a range of activities, including providing clarity on Registry procedures, seeking advice and/or clarification on programme details, and seeking recommendations on special permission cases;
- Identify opportunities to streamline workflows, enhance service delivery, and support data analysis for strategic planning and decision-making;
- Ensure adherence to university regulations, policies, and standards of administrative excellence;
- Work on other projects or tasks as may be assigned from time to time by the Curriculum Officer.

Applicants should note that at certain critical periods, there may be a requirement to work outside normal office hours (occasionally at short notice), including weekends, to meet specific deadlines. It may not be possible to take significant amounts of annual leave at certain critical periods for this post.

The responsibilities of the post holder may change over time, in line with the on-going development and reorganisation of the Curriculum Services Office and/or Registry structures, and its processes and services.

The ideal candidate will have:

Essential

Qualifications and/or relevant professional experience

- Level 8-degree or equivalent professional experience, i.e. a minimum of 5 years of relevant administrative experience (in both depth and breadth). A postgraduate qualification is desirable but not essential;
- Knowledge of University policies and regulations
OR
Experience in an operational role in a similarly complex (policies/relationships/structures) environment;
- A demonstrated ability to understand a wide range of perspectives in an organisation.

Team Supervision, Interpersonal and Communication skills

- Experience in supervising a team of staff at different stages of their administrative careers, including recommending possible development actions;
- A highly organised approach and demonstrated excellence in attention to detail (written and oral);
- An ability to simultaneously recognise fresh perspectives and respect institutional knowledge and to embrace both;
- Strong interpersonal, communication and negotiation skills;
- A proven ability to foster successful collaborative working relationships and navigate institutional hierarchies across academic and administrative functions;
- Confident decision-making abilities with a collaborative approach;
- Advanced communication skills and an ability to interpret regulations, policies and processes to a range of stakeholders;
- Skilled in navigating sensitive conversations and resolving issues with professionalism and tact.



Workload Planning and process improvement skills

- Proactive and confident approach to work, synthesising information, identifying issues and making recommendations to colleagues, including senior management;
- Evidence of experience in allocating and managing the workload among team members;
- Demonstrate experience in documenting Standard Operating Procedures;
- Problem solving acumen and a “can do” approach to resolving complex and non-standard queries;
- A demonstrated capacity to be responsive to the needs of the unit’s workflow as required;
- Highly organised with a proven track record of managing competing priorities and deadlines;
- Capable of coordinating projects and supporting Registry and university initiatives.

IT Systems and Data Management skills

- Excellent and proven IT skills including advanced knowledge of MS Office;
- An ability to become a competent user of key systems;
- Experience identifying IT solutions or improvements which can support and streamline existing manual procedures whilst ensuring these align to University policies and regulations;
- Demonstrated experience of liaising with IT Services colleagues in order to implement system improvements;
- Awareness and understanding of GDPR issues and secure data handling practices.

Desirable

- Knowledge of curriculum management and/or student record systems;
- Keen awareness of the student and university lifecycles;
- Knowledge of reporting tools such as Power BI, SSRS, Jaspersoft.

Curriculum Services Office, Registry

Registry is responsible for the academic administration of the University, throughout the full life-cycle of a student. This includes development and documentation of academic policies; recording of academic programme structures and curriculum; recording student registration; vetting of students; managing the academic timetable; managing university examinations, external examiners and conferring; issuing of academic transcripts and maintaining the permanent record of student achievement.

The Curriculum Services Office is a key component of the Registry function with responsibility for:

1. Management of the Academic Database.
The Academic Database is the central source of programme structure information for all Registry administrative functions, such as student registration, examinations and timetabling. Data from the Academic Database is used as the source for marketing and admissions information on the Maynooth University website and on Moodle (the University’s Virtual Learning Environment (VLE)). Programme data from the Academic Database is reported to Quality and Qualifications Ireland (QQI) and uploaded to the Irish Register of Qualifications annually.
2. Management all non-routine, special permission requests from current and past students.
The Office manages the Special Permission process for all students, and is routinely used as a first point of contact for staff queries relating to academic policies and Registry procedures.
3. Management all Internal programme transfer applications.
The Office manages all requests from current students who wish to progress to Year 2 of a different programme. This involves mapping the student journey, decision-making on requests and the processing of applications, all of which require close liaison with academic departments and Registry colleagues.



4. Oversight of the University's Student Vetting function, which is principally managed by the Student Vetting Officer (noting that the Student Vetting Officer is the designated Liaison Person with the National Vetting Bureau).

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 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;
- Applications should clearly show how skills and experience align with the criteria listed in the job description.
- 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 mid/late October 2025;
- The appointment is expected to be effective from 1st 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

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| 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 | 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: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/ 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. Former Irish Public Service employees - Certain Restrictions on Eligibility 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: |



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| | <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 will be required by the University, as the role acts as supervisor for the Student Vetting function. |
| 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

