



Ollscoil Mhá Nuad Maynooth University

Research Development Office Head of Research Talent and Research Funding Life-cycle (SAOIII, Specified Purpose)

The Role

Maynooth University's (MU) current [Strategic Plan](#) has a primary aim to be a University goals of excellent research and scholarship with a clear research focus building on our existing research and generating new expertise to address current and future societal challenges.

In order to support these goals the Research Development Office (RDO) is seeking to appoint a Head of Research Talent and Research Life-cycle who will lead the establishment of the Talent development function and manage the research funding life-cycle within the RDO, ensuring strategic alignment and operational excellence. The role will be based in the Research Development Office which reports to the Director of Research Development under the remit of the Vice President for Research and Innovation.

Principal Duties

This will include:

- Leading the development and management of the research lifecycle; Taking responsibility for improving, implementing, and monitoring the end to end cycle from pre-award, post award through to close out;
- Developing, implementing and maintaining operating policies and protocols related to the funding life-cycle and to the conduct of research in the university;
- Coordinating the development and monitoring of broad aspects of the University's research activity with other stakeholders at national and European level;
- Collaborating with senior leadership within University, in the development and implementation of evaluating research outputs that support the University's operational and strategic plans;

- Lead the development of strategies to encourage and support members of the research community at Maynooth University to apply for and be successful in securing external research funding in collaboration with the Associate Deans of Research and the Director of Research Development;
- Implementing strategies for MU research performance based on available indicators/metrics;
- Working in collaboration with the Head of Research Policy, Data and Compliance in Implementing processes and systems related to compliance with legislation for all aspects of research;
- Leading the future development and embedding of the Human Resources Strategy for Researchers (HRS4R) and research talent development initiatives;
- Sitting on national, EU network and research review panels, liaising with government departments and the European Commission in relation to the development of work programmes.
- Developing and managing the Research Talent and Research Life-cycle team to enable them to provide quality support for research development; including workload management, staff development, deployment and appraisal and quality management of the range of services offered to the research community.

The ideal candidate will have:

Essential:

- Postgraduate qualification and primary degree.
- 5-10 year's demonstrated capacity in a research administration role in a third level or related (e.g. Funding agency) environment;
- Demonstrable experience working in particular with the European Commission, government and funding agencies in informing and developing EU work programmes;
- Demonstrable experience of a leading role in research funding strategy development working with senior academic staff, government and funding agencies;
- Demonstrable experience of administering the co-ordination of institutional bids for large scale research funding in particular high value and prestigious European Awards;
- Demonstrable experience of successful implementation of research funding life-cycle, ensuring process development and implementation;
- Demonstrable experience of successful implementation of talent development programmes (e.g HRS4R), ensuring process development and implementation;
- Strong working knowledge of managing and solving complex issues related to research in particular related to legislative requirements and compliance;
- Demonstrable experience of building relationships with senior management, academic, government and administrative colleagues.
- Strong working knowledge of research, writing research grants and research grant review process;
- Excellent understanding of University structures, academic procedures and research environment;
- Experience of managing teams.

Desirable:

- PhD in any discipline



Research Development Office

The Research Development Office (RDO) provides important administrative support to the Research Community at Maynooth University. It is the main office responsible for implementing the research strategy as outlined in the Maynooth University Strategic Plan.

The RDO's remit includes: assistance to faculty in locating, securing and managing funding for research; financial management, reporting and compliance of active research awards; management of the Research Information System (RIS); development and implementation of research-related policies; provision of research-related information, communications / publicity; coordination of institutional bids for large-scale funding; coordination of University Research Ethics Committees; development and promotion of research culture and other miscellaneous research-related activities and projects.

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 during the month of February;
- 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

Tenure	This is a full time, temporary post for a specified purpose (temporary replacement cover), anticipated to be 5 years duration.
Salary	Senior Administration Officer III (2025): €91,282 – €128,914p.a. (8 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: • 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) 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.
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 **Monday, 5th of January 2026**.

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

