



## Maynooth University Ollscoil Mhá Nuad

### Research Development Office Research Development 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 Research Development Office is seeking to appoint a research administration professional to support the Head of Research Life-cycle and Talent Development, Director of Research Development and the academic community in research development activities at Maynooth University. The successful candidate will join the Research Development Office team working with the lifecycle team and will report to the Head of Research Life-cycle and Talent Development. 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

##### Administrative and other duties:

- Providing support to the Head of Research Lifecycle and Talent Development and the Director of Research Development including development of well informed and appropriate strategies related to research opportunities.
- Providing support to the Head of Research Lifecycle and Talent Development to implement the University's research strategy and monitoring performance against institutional benchmarks.
- Working with the Head of Research Lifecycle and Talent Development and Research Development Officers to identify and engage leading consortia composed of various actors (universities, public bodies, industry and SMES, civil society, NGOs etc.) across the national, EU and international community.
- Facilitating the development of national and international networks for strategic areas of research at Maynooth University.
- Liaising and developing effective partnerships and relationships with key stakeholders in government, national support network and contact points and European Commission colleagues and other funding agencies.



- Liaison with other universities and industrial partners in the development of collaborative research proposals and projects.
- Supporting members of the research community at Maynooth University to apply for and be successful in securing funded research programmes at National, European and international levels.
- Working with other professional teams in Maynooth and external funding agencies and government bodies to ensure all proposals meet funding agency and institutional guidelines in relation to legal, financial, risk, IP, recruitment and ethical aspects.
- For successfully evaluated proposals, providing support for the administrative revisions, grant negotiation and next step planning.
- Supporting the non-financial post award aspects of successful awards through to close out.
- Working with the Directors of Research Institutes to identify cross faculty synergies within Maynooth University.
- Disseminating information to MU research community pertaining to funding programmes.
- Participation in internal and external meetings and committees as required.
- Any other duties assigned by the Head of Research Lifecycle and Talent Development and/or Director of Research Development.

**The ideal candidate will have:**

**Essential**

- A third level degree and postgraduate degree or equivalent.
- Five years' or greater experience in a research development/administration support role that requires similar high-level skills.
- Experience of both National and EU funding programmes.
- Evidence of strategic development of research related initiatives.
- Demonstrated experience of persuasive and clear writing to secure research funding across all disciplines with particular emphasis on aspects related to strategic importance, impact and management.
- Excellent oral and written communication skills, attention to detail and a commitment to maintaining a high level of accuracy.
- Proven ability to communicate effectively at a high level with stakeholders especially researchers, funding agencies, and other administrative units.
- Ability to work on own initiative and as part of a team, supporting colleagues and continually improving working practice.
- Excellent IT skills and experience with information management systems.
- Proven ability to communicate effectively with staff at all levels and to work collaboratively with academic and administrative colleagues.
- Ability to define priorities and work flexibly, professionally and effectively while under pressure to meet demanding deadlines.
- Self-motivated and workload management skills.

**Desirable**

- PhD
- Previous experience of sourcing discipline specific background information and/or data for a wide range of disciplines for the development of proposal submissions.
- Previous experience of stakeholder mapping and engagement for participation in large consortia projects.
- Previous experience in a professional unit in a HEI or equivalent in Ireland



## Research Development Office

The Research Development Office (RDO) provides an 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 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 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 in the month of May 2025
- 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](#) / [Polasáí 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 , permanent post.
<b>Salary</b>	Administrative Officer 1 (2025): €58,634 - €83,657 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>



Athena  
Swan  
Ireland



Athena  
SWAN  
Bronze Award



HR EXCELLENCE IN RESEARCH

<b>Pension</b>	This is a pensionable post. Employees of the University will enter into a public sector pension scheme, details of the 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 <b>non-EEA citizens</b> 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, 11th May 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**

