Ollscoil Mhá Nuad
Maynooth University

Student Services
Healthy Campus Manager
(Permanent)

The Role

Maynooth University is a dynamic public university of approximately 16,000 students. The Healthy Campus Team is situated within Student Services but is responsible for the delivery of a range of programmes and initiatives for both students and staff, based on three National Frameworks.

We are seeking to recruit a talented and motivated Healthy Campus Manager to lead the team responsible for coordinating and delivering the implementation of three National Frameworks. Reporting to the Director of Student Services (DSS), this role will work in close collaboration with the Office of Students and Learning, the Office of the Vice President for Equality and Diversity, and Human Resources to advance student and staff well-being initiatives for the University.

This role will lead the team responsible for the implementation of three large National Frameworks:
- National Student Mental Health and Suicide Prevention Framework
- Healthy Campus Framework
- Ending Sexual Violence and Harassment Framework

The post holder will have responsibility for institution-wide leadership, development, implementation, and reporting of action plans aligned to these frameworks. This includes strategic planning, stakeholder engagement, budgetary management, and HEA compliance reporting. The role is central to fostering a health-promoting university culture and ensuring a coordinated, whole-of-institution response in partnership with internal and external stakeholders.

This is an exciting and rewarding position which requires excellent skills and knowledge in the areas of mental health and well-being, as well as an understanding of the Higher Education Sector. As this position will be situated within Student Services, candidates should understand and have empathy with the mission, ethos, and overall approach of Student Services.

Principal Duties

Strategic Leadership & Framework Implementation
- Lead, manage, and further develop MU's strategic and operational implementation of:

- o National Student Mental Health and Suicide Prevention Framework
- o Healthy Campus Framework
- o Ending Sexual Violence and Harassment Framework

Strategic Planning & Institutional Integration
- Develop and implement a long-term institutional strategy, ensuring each framework is embedded in MU's structures and culture in a person-centred and inclusive manner.
- Integrate action plans into university-wide processes, academic and student support services, and governance structures (e.g. committees, quality reviews).

Performance Management & Team Leadership
- Lead the Healthy Campus Unit, managing recruitment, performance, professional development, and delegation of responsibilities in line with university policies.
- Ensure team deliverables support broader University strategic goals, including student engagement, wellbeing, and institutional compliance.

Financial Management & Reporting
- Manage framework implementation budgets in conjunction with the Director of Student Services.
- Ensure compliance with HEA financial and activity reporting requirements, delivering high-quality, timely reports and outcomes.

Monitoring & Evaluation
- Design and implement systems for monitoring KPIs, progress tracking, data collection and impact evaluation.
- Provide reporting and analysis to senior stakeholders including the University Executive, Campus Life Committee, and HEA.

Stakeholder Engagement & Culture Change
- Lead meaningful engagement with staff and students through consultations, feedback loops, and collaborative initiatives.
- In collaboration with People Development, EDI, MAP, and Student Services, deliver staff development sessions, and training events across all three frameworks for academic, administrative, and student-facing units.

Communication & Awareness Campaigns
- Develop a University-wide communications and engagement strategy, including written content, events, newsletters, and digital media.
- Collaborate with HR, Registry, EDI Office, Student Services, Access, and Communications to ensure consistent and targeted messaging.

Operational Excellence
- Implement high-quality administrative systems, aligned with university governance and public sector compliance standards.
- Ensure all Framework processes related to staff induction, student orientation, and ongoing awareness raising are implemented on an annual cycle.

Representation & Sectoral Influence
- Represent Maynooth University on relevant national bodies and contribute to the development of sector-wide responses to student wellbeing and sexual violence prevention.
- Present MU practices and learning at conferences, networks, and stakeholder events.

Innovation & Policy Development
- Identify systemic barriers and lead innovative solutions to drive culture change and framework integration.

- Contribute to institutional policy and procedure development aligned to health promotion and safeguarding

Technology Integration
- Lead the integration of all framework-related resources and training into the MU VLE (Moodle) and MS Teams.
- Ensure digital resources meet accessibility, engagement, and educational standards.

Governance
- Lead or actively contribute to University committees as required, ensuring high-level strategic alignment, progress updates, and risk management.
- Other administrative and organisational tasks, commensurate with the grade of the post, as may be required by the Director of Student Services.

The ideal candidate will have:

Essential

Qualifications & Experience:
- A relevant third level qualification e.g. in health, education, or a related field.
- A post-graduate or professional qualification in a relevant discipline such as health promotion, mental health and well-being.
- A minimum of three years relevant experience in a similar role, including managing and developing a team.

Experience/knowledge of:
- The Healthy Campus Charter and Framework, the National Student Mental Health and Suicide Prevention Framework and the Ending Sexual Violence and Harassment Framework.
- Leading strategic initiatives in complex environments with multiple stakeholders.
- Developing KPIs, monitoring systems, and reporting frameworks.
- Delivering multi-stakeholder consultations and training.
- Managing budgets and public-sector reporting obligations

Skills:
- Excellent communication skills, both oral and written, tailored to diverse audiences including senior leadership, students, and external agencies.
- Demonstrable people management experience/skills with excellent interpersonal and coaching skills and a proven ability to lead, manage and develop diverse teams within a dynamic environment.
- Strategic thinking and strong analytical capabilities, with the ability to evaluate complex data and translate it into actionable insights.
- Proven team leadership and coaching abilities with a commitment to professional development.
- Strong project and change management skills; ability to manage multiple priorities in a dynamic environment.
- Excellent project management and organisational skills with the ability to work calmly under pressure, to effectively prioritise and manage a varied workload and work effectively to deadlines and budgets.
- Advanced IT skills, including MS Office, data analysis tools, web editing, online training platforms (e.g. Moodle), and content management systems.
- Experience of collecting large volumes of data, analysis of data, and proven ability to present high quality written and verbal reports, including the dissemination of complex information and implementation of change based on data analysis;
- Effective problem-solving skills, including the ability to anticipate problems and recognise when to involve other parties (at the appropriate time and level) ·
- The ability to rapidly assimilate and analyse complex information, considering the impact of decisions before acting and anticipating challenges.

- Demonstrated ability to design and deliver high-impact training and engagement initiatives.
- Proven ability to build partnerships and influence strategic direction across departments.

Desirable

- Previous experience working in a Higher Education setting.

Student Services

Maynooth University Student Services comprises several departments, whose aim is to provide professional and dedicated on-campus services, designed to support, and assist students throughout their time at university. The services are focused on, Student Support Division (Student Support Hub, the Advisory Service (Budgeting, Pastoral and Student Advisory) and Maynooth Studentpad), Counselling, Student Helpdesk, Student Health Service, Healthy Campus, and the Crèche.

"Student Services is an integral part of the University community, enabling the promotion and development of its educational mission. Using a holistic approach, we offer a range of clearly defined services to support and empower students to achieve their personal and academic potentials and so enhance their life's journey. We strive to create a community which is open and caring and where diversity is expected and respected" (Mission Statement).

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 the week commencing **29th September 2025;**
- The appointment is expected to be effective from **October 2025.**

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	Senior Administrative Officer IV (2025): €70,034 – €111,202 p.a. (7 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 **Wednesday, 17th 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