



# **Ollscoil Mhá Nuad Maynooth University**

## **Centre for Teaching and Learning Teaching and Learning 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 Centre for Teaching and Learning (CTL) at Maynooth University works to inspire, enable and enhance effective and innovative teaching practice in the University. We are a multi-disciplinary team of higher education professionals dedicated to strengthening a valued teaching and learning community and culture at Maynooth University. We are seeking a Teaching and Learning Development Officer to join the Centre for Teaching and Learning team. The successful candidate will lead the co-ordination and facilitation of the Postgraduate Certificate/Diploma in Higher Education Teaching, Learning, and Assessment and contribute to a range of educational development initiatives towards the enhancement of teaching, learning and assessment at Maynooth University.

Applicants should hold a postgraduate qualification in Education or a related discipline. They should have substantial experience in delivering accredited programmes and professional development workshops in teaching and learning for staff, preferably in a Higher Education context, and ideally should be engaging in research in teaching, learning and assessment.

### **Principal Duties**

#### **Administrative and other duties:**

- Leading the co-ordination, delivery, and continued enhancement of professional development courses for academic staff, specifically the Postgraduate Certificate/Diploma in Higher Education Teaching, Learning, and Assessment;
- Contributing to the cross-disciplinary teaching, including module coordination and leading teaching on specific modules;
- Designing and developing modules that model good practice, for delivery in a range of formats;
- Supporting teaching staff in their ongoing professional development regarding teaching, learning and assessment;
- Developing and delivering workshops and initiatives to support academic Teaching and Learning in line with University strategic goals;



- Engaging in quantitative and qualitative evaluation and research in teaching, learning, and assessment;
- Keeping well-informed of current National and International policies and strategies in the area of Teaching and Learning;
- Contributing to University funding proposals and projects related to Teaching and Learning;
- Other such duties as may reasonably be assigned from time to time by the Head of Centre for Teaching and Learning.

### **The ideal candidate will have:**

#### **Essential**

- A post-graduate qualification in Education or related discipline;
- At least three years of relevant experience in Teaching and Learning in a Higher Education context or related area;
- Experience in the design, development, coordination, and delivery of teaching and learning accredited programmes and workshops for teaching staff;
- Excellent understanding of contemporary literature in teaching, learning and assessment.
- The ability to work as part of a group and to facilitate other groups;
- The capacity to work independently to deliver outcomes with reference to agreed plans and in line with strategic goals;
- A collaborative working style with the ability to develop and maintain strong relationships and engagement with the university community and external stakeholders;
- Demonstrable project management skills with the ability to prioritise and multi-task in the face of changing and competing demands and tight deadlines;
- Excellent communication skills, including excellent writing skills.

#### **Desirable**

- Comprehensive knowledge of the Irish higher education sector and HE policy landscape;
- An appropriate track record, reflective of career stage, of research into teaching, learning and assessment;
- Quantitative and qualitative analytical skills.

### **Centre for Teaching and Learning**

The role of the Centre for Teaching and Learning (CTL) is to inspire, enable and enhance effective and innovative teaching practice in Maynooth University. We are a multi-disciplinary team of higher education professionals dedicated to strengthening a valued teaching and learning community and culture at Maynooth University. We work collaboratively with staff, students and other stakeholders to identify teaching development needs, offer professional learning opportunities, and foster scholarship of teaching and learning. Our current key areas of work are educational development, digital learning, curriculum development, scholarship of teaching and learning, and strategic teaching and learning project design and implementation.

### **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 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;
- 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 **10 November, 2025**;
- The appointment is expected to be effective from **12 January, 2026**.

## 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

<b>Tenure</b>	This a full-time, permanent post.
<b>Salary</b>	Administrative Officer II (2025) €46,418 – €65,806 p.a. (9 points)  Appointments will be made in accordance with public sector pay provisions.



<b>Hours of work</b>	<p>A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions).</p> <p>This can be reviewed or adjusted from time to time through national agreements.</p>
<b>Location</b>	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
<b>Annual Leave</b>	<p>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></p> <p>Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.</p>
<b>University policies and schemes</b>	<p>Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:</p> <p><a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a></p> <p><a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a></p>
<b>Pension</b>	<p>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: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a></p>
<b>Eligibility</b>	<p>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: <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.
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## 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, 12<sup>th</sup> October, 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**

