



## **Maynooth University Ollscoil Mhá Nuad**

### **Maynooth University Access Programme (MAP) Head of Access Operations (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.

Our greatest impact on society is through inspiring and educating creative, inquisitive and critically engaged minds. We have a reputation for authentic, strengths-based access initiatives, supporting participation, engagement, and progression for all students.

Led by the Maynooth Access Office and delivered in collaboration with colleagues across the University and external partners, the Maynooth Access Programme (MAP) includes initiatives that increase access, enhance student success, and foster an inclusive campus culture. The programme includes targeted outreach, tailored pre-entry and post-entry supports, and a comprehensive student advisory service for individuals who face social, financial, educational, or disability-related barriers. In line with national policy priorities, including the [National Access Plan 2022 -2028](#), MAP supports a wide range of students, including those from socio-economically disadvantaged backgrounds, mature students, further education award holders, lone parents, refugees and protection applicants, care-experienced students, students with disabilities, and members of the Traveller and Roma communities.

We are seeking to appoint a Head of Access Operations who will have responsibility for the operational leadership, oversight and management of the Maynooth Access Programme, including outreach and community engagement and mainstream and specialist transition and post entry supports to support student success. These include academic and personal post-entry supports and student funding including the budgetary management and policy development of student financial supports (e.g. the Student Assistance Fund, the Fund for Students with Disabilities and other scholarships). The Head of Access Operations is responsible for service quality, operational and budgetary management, and supports the Director of Access in the development of MAP strategy for the Maynooth Access Office.

Reporting to the Director of Access, the Head of Access Operations leads a multidisciplinary team that includes outreach and student support professionals, clinical and technical specialists, and administrative staff.

#### **Principal Duties**

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



- Lead, manage and support the ongoing performance and development of the MAP team taking an integrated team approach to operational activity and providing regular feedback, support and progressing opportunities for professional development of team members.
- Lead the budgetary management and policy development of student financial supports, including the Student Assistance Fund, the Fund for Students with Disabilities, the 1916 Bursaries and other scholarships.
- Develop and implement a strategy to integrate outreach, pathways, transition and post entry operations and activity in MAP addressing policies, processes, systems, and reporting mechanisms underpinned by a deep understanding of issues affecting under-represented students in higher education.
- Evaluate and implement service improvements across core MAP operational activities, including outreach, transition supports, and student engagement initiatives, in partnership with relevant stakeholders.
- Identify barriers for prospective and current students and meet emerging complex needs through innovative policy and practice responses aimed at broadening access and enhancing academic achievement and engagement.
- Identify, monitor, and evaluate KPI's to ensure evidence-based policy/practice and report on access, progression, completion, and post-graduate outcomes for access students.
- Support the development of whole-of-university initiatives to address equity of access & outcomes to enhance the experience and outcomes for all students.
- Support the Director in embedding new initiatives and develop MAP strategy for the Maynooth Access Office.
- Represent MAP/Maynooth University both internally and externally building effective partnerships and strong working relationships to ensure effective and professional service development and delivery to students and staff.

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

- A deep understanding of educational disadvantage and widening participation in higher education and a level of practice underpinned by a commitment to diversity, inclusion, and social justice with the ability to apply this knowledge to support the Director in policy and strategy development.
- 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.
- Excellent project management, organisational and IT skills with the ability to work calmly under pressure and work effectively to deadlines and budgets.
- Proven ability to present high quality written and verbal reports, including the dissemination of complex information.
- Ability to deliver operational objectives and support the Director with innovating practice and developing and implementing strategy and policy.
- Excellent communication, negotiation, and liaison skills evidenced by the ability to build relationships, facilitate collaborative approaches and consensus, and manage competing priorities.
- Be flexible, adaptive, innovative, and persuasive with the capacity to engage effectively with senior level stakeholders and to influence strategy and culture at a senior level.
- Experience of the collection of data, reporting on themes and implementing change based on data analysis.
- Track record in managing and reporting on budgets and expenditure

#### **Mandatory requirements**

- A Level 8 degree in a relevant discipline due to the role's need to provide operational leadership, oversight and management, and a deep understanding of educational disadvantage and widening participation in higher education.
- A postgraduate qualification in a relevant discipline to support the advanced knowledge and strategic leadership required for this role. This includes the ability to implement inclusive practice,



interpret and respond to national policy, and lead the design and delivery of student-centred initiatives within a complex higher education environment.

- Five or more years' experience of leading practice and helping to develop strategy and policy in widening participation and/or social inclusion in the higher education sector.
- Five or more years' experience of leading, managing and developing diverse teams within a dynamic environment.

### Desirable

- Experience of developing and implementing new processes, systems, and reporting mechanisms to improve practice.

### Maynooth Access Programme

The Maynooth Access Programme (MAP), established in 1998, delivers on the University's commitment to widening participation and advancing equity in higher education by creating inclusive and enabling learning environments where all students can thrive. Led by the Maynooth Access Office and delivered in collaboration with colleagues across the University and external partners, MAP includes initiatives that increase access, enhance student success, and foster an inclusive campus culture. The programme includes targeted outreach, tailored pre-entry and post-entry supports, and a comprehensive student advisory service for individuals who face social, financial, educational, or disability-related barriers. In line with national policy priorities, including the *National Access Plan 2022–2028*, MAP supports a wide range of students, including those from socio-economically disadvantaged backgrounds, mature students, further education award holders, lone parents, refugees and protection applicants, care-experienced students, students with disabilities, and members of the Traveller and Roma communities. Maynooth University has developed a strong national reputation for access and inclusion, with 28% of all new undergraduate entrants in 2024–2025 coming from National Access Plan priority groups. The Maynooth Access Office is led by the Director of Access who reports to the Vice President for Equality and Diversity, along with the Equality Officer, the Equality Project Officer, an EDI Data Analyst, Executive Assistants, and the Director of the Centre for Inclusive Higher Education.

### 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 during the week of the 15<sup>th</sup> September 2025.
- The appointment is expected to be effective from 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

<b>Tenure</b>	This is a full-time, permanent post.
<b>Salary</b>	Senior Administration IV (2025): €69,341 - €110,101 (7 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>
<b>Pension</b>	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>
<b>Eligibility</b>	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>  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><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, 24<sup>th</sup> August 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**

