

##### Maynooth University

##### Ollscoil Mhá Nuad

# [Department of]

## Job Title

**The University**

Maynooth University is one of the four constituent universities of the National University of Ireland and in 2017 was placed in the global top 50 universities under 50 years old in the Times Higher Education World University Rankings. Formally established as an autonomous university in 1997, but tracing its origins to the foundation of the Royal College of St. Patrick in 1795, Maynooth University draws on a heritage of over 200 years’ commitment to education and scholarship. It is located in the University town of Maynooth, 25km from the centre of Dublin, Ireland’s capital city.

The University is a modern institution - dynamic, research-led, engaged, and grounded in the traditions of liberal education. With more than 11,000 students, Maynooth is Ireland’s fastest-growing university, yet we retain a collegial campus culture that is central to our ability to bring significant interdisciplinary expertise to bear in tackling some of the most fundamental challenges facing society today

Maynooth University is embarking upon a new and exciting phase with the development of the *University Strategic Plan 2018-22,* with a vision to consolidate the international reputation of Maynooth University “*as a university known for outstanding teaching, excellent research, a global outlook, effective engagement with the society we serve, and our distinctive approach to the challenges facing modern higher education*.”

The plan builds on the successes of the *University Strategic Plan 2012-17, which* set seven strategic goals for the university:

* to offer students an outstanding university education, the best available in Ireland, an education which challenges and supports all students to achieve their full potential, and prepares students for life, work and citizenship, and for complexity, diversity and change;
* to be recognised as playing a leading international role and being the clear national leader in a number of thematic areas of research that address the major societal challenges of the 21st century;
* to achieve a step change in our international activities, doubling the number of international students on campus and doubling the number of domestic students spending time abroad, in order to create a truly intercultural and multilingual institution;
* to strengthen our engagement with all stakeholders through sustained partnerships with enterprises, communities, civil society and public bodies, to build support for the mission of the university, to serve the needs of society, and to open new opportunities for research and learning;
* to maximise our unique and distinctive contribution to the national system of higher education through a set of purposeful and sustained strategic partnerships at regional and national level, and to extend our international reach through a network of global partnerships;
* to be an excellent place to work, known for a collegial ethos which empowers all staff to contribute fully to the development of the university;
* to enable the achievement of ambitious strategic objectives in challenging circumstances through careful planning, excellent services and infrastructure, and sound governance and management.

The university has distinctive institutional strengths in six thematic priority areas:

* Human Cultures, Experience & Creativity;
* Humanities in Practice: Sources, Resources & Discourses;
* Human Health;
* Mathematics, Communications and Computation;
* People, Place and Environment;
* Social and Economic Transformations.

### Faculty and Research Institutes

The Faculty of XXX comprises the Departments of A, B, C. The role of the Faculty is to co-ordinate the academic activities of individual departments, to oversee the strategic development of departments, and to support interdepartmental activities and programmes. The University has also developed a number of interdisciplinary Institutes to support excellent research and to build research capacity across disciplines.

### Department

The Department of [XXX] has [YY] staff and offers undergraduate and postgraduate degrees, based on its research strengths in [XX] and [YY] in a vibrant learning environment.

### 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.

We are seeking...

### Principal Duties

#### Administrative and other duties:

This will include:

#### The ideal candidate will have:

### 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 [DATE];
* The appointment is expected to be effective from [DATE].

### Terms and Conditions

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

### Salary

XXXXX (XXX): €XX, XXX – €XX,XXX p.a. (X points)

XXXXX (XXX)\*: €XX, XXX – €XX,XXX p.a. (X points)

Appointment will be made in accordance with the Department of Finance pay guidelines.

\*New entrants to the public sector will be appointed on the first point of the XXXXXXX.

### Application Procedure

Please ensure that you USE THE FOLLOWING REFERENCE ‘**[HR to Complete]**’ in the subject line of your application email. This will clarify which role you are applying for.

Please note applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) incorporating all of the below required information:

* A Curriculum Vitae, including all qualifications and experience, and a covering letter addressing your interest and suitability for the role;
* The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.

Once attachment is compiled please send your single document application to [recruitment@mu.ie](mailto:recruitment@nuim.ie)

The completed application documents should be forwarded by email to arrive no later than **midnight, Sunday [insert date]**. Late applications will not be accepted.

**Maynooth University is an equal opportunities employer**

**The position is subject to the Statutes of the University**