



## Maynooth University Ollscoil Má Nuad

### MC2 Project Lead, Graduate Studies (Contract post until 31<sup>st</sup> March 2025)

#### The Role

The Irish Universities Association (IUA) is the representative body of the university sector. It has recently secured funding for a major new project to develop a **Multi-Campus Micro-Credentials (MC2) system** in Irish Universities, providing a coherent national framework for quality assured and accredited micro-credentials. This full-time contract position is funded by this project.

The Multi-Campus Micro-Credential (MC2) project is a four-year programme, funded through the Higher Education Authority's Human Capital Initiative, aimed at establishing a system of quality assured and accredited micro-credentials across the seven IUA universities. MC2 will provide up/re-skilling opportunities to those in employment and those seeking to enhance their employability, and to drive lifelong learning in Ireland, in close collaboration with enterprise. The MC2 programme will develop a collective national framework for micro-credentials across the universities; build engagement with enterprise for the development and roll-out of the micro-credentials programmes; and develop a co-ordinated 'shop window' portal to drive awareness of MC2.

Maynooth University is seeking to recruit a Project Lead to manage the University's participation in the Multi-Campus Micro-Credentials programme, ensuring the delivery of all programme activities in a timely and efficient manner. Reporting to the Director of Postgraduate Academic Programmes, the Project Lead will work closely with colleagues in Graduate Studies and Registry, coordinating the development of professional and modular courses at the University, and leading the alignment and integration of MC2 programme activities and outcomes with University strategy with respect to the delivery of professional courses and postgraduate programmes. The successful candidate will also report to the IUA MC2 Programme Lead on a programme basis, and will work with MC2 project leads across the IUA institutions in the delivery of programme elements.

In addition to contributing to the sectoral MC2 project, the post-holder will contribute to developing and managing structures to facilitate the development of professional and skills-based courses at Maynooth University. The post-holder will work with academic staff to organise the delivery of courses, and provide information and support in the assessment of market opportunity and demand for these courses. This will include developing models for external stakeholder engagement to inform agile and flexible curriculum development, and building awareness of micro-credential provision at Maynooth University.

The post is initially based in the Graduate Studies Office which is led by the Dean of Graduate Studies. Organizational structures are currently under review, and this may change in the future.

## Principal Duties

### These will include:

- Acting as administrative lead and project manager for the Multi-Campus Micro-Credentials (MC2) Project at Maynooth University
- Liaising with key academic and administrative stakeholders at Maynooth University to coordinate the development of a suite of professional and skills-based courses, in line with university strategy;
- Contributing to the development of a collective national framework for micro-credentials, including sector-wide agreed definitions and linkages with national and institutional quality assurance, recognition and accreditation structures;
- Building on and developing existing local and regional university links to enterprise and public-sector stakeholders, establishing an external stakeholder engagement model for the purpose of informing the development of professional courses at Maynooth University;
- Contributing to the development of a portal to provide information and gateway access to MC2 offerings across the university sector;
- Liaising with all relevant internal structures in Maynooth University, including academic, registry, quality assurance, admissions, finance, IT services, to ensure successful implementation of the University's participation in the MC2 programme;
- Ensuring coordination and alignment between the MC2 project and other relevant projects and initiatives at Maynooth University, in particular integration of the project with other flexible curriculum initiatives at the University;
- Leading the promotion and marketing of Maynooth University micro-credential and professional course offerings to target learner cohorts;
- Administering budgets associated with the MC2 project, and any further external funding that may be awarded for professional skills courses in the future;
- Leading a small MC2 project team at Maynooth University;
- Other administrative duties as assigned by the line manager.

### The ideal candidate will have:

#### **Qualifications and/or relevant professional experience**

- A level 8 degree (minimum); postgraduate qualification preferred;
- Significant relevant professional experience in an education setting, (i.e. a minimum of 5 years' relevant administrative experience);
- Proven project management skills, with a track record in managing projects with diverse stakeholders, ideally in the higher education sector;
- An informed understanding of academic programme development, and experience in the design and implementation of education provision in the higher education sector or in industry;
- A demonstrated ability to understand a wide range of perspectives in an organisation.

#### **Stakeholder engagement and communication**

- Proven experience in building positive relationships with stakeholders within, between and external to higher education institutions, including with enterprise;
- Demonstrated experience of developing education provision to meet industry, enterprise or public sector needs;
- Experience of developing and managing relationships between education providers and external stakeholders;

- A clear and informed understanding of the market for micro-credentials and professional/skills-based courses;
- Previous experience of marketing courses to a professional audience and to industry and enterprise partners.

### **Administrative, IT and data handling skills**

- Excellent level of administrative and organisational skills including evidence of managing complex workloads and successfully executing concurrent tasks to strict, challenging and often conflicting timescales;
- Excellent and proven IT skills including advanced knowledge of MS Office;
- A highly organised approach and demonstrated excellence in attention to detail (written and oral);
- A demonstrated capacity to be responsive to the needs of the unit's workflow as required.

### **Leadership and interpersonal skills**

- Demonstrated leadership and interpersonal skills
- Proven ability to work collaboratively with a range of stakeholders;
- Strong interpersonal, communication, presentation and negotiation skills with a proven ability to foster successful collaborative working relationships across organisational boundaries, ideally across sectors;
- Proven ability to work on own initiative, manage a number of issues simultaneously, meet deadlines and manage the competing priorities of others;
- An agile, flexible approach to work, proven ability to handle a variety of tasks and a demonstrated willingness to contribute to a team's overall objectives;
- A high level of professionalism and discretion.

## **Department**

The Graduate Studies Office is responsible for all aspects of postgraduate education at Maynooth University, from recruitment, applications and scholarships to degree progression and completion. The objective of Graduate Studies is to deliver an excellent postgraduate experience for students at the University, and to provide the operational capacity to achieve the University's objective in the *Maynooth University Strategic Plan 2018-22* to enhance the postgraduate portfolio of courses offered, and grow and develop the postgraduate student community. This is a busy office that aims to provide efficient service and support to staff and students in achieving these goals.

Graduate Studies liaises closely with students, faculties, departments, and many other campus units to ensure a seamless experience for postgraduate students throughout their life cycle at Maynooth University. The MC2 Project team will be based in Graduate Studies, with a view to enhancing the range of professional and skills-based courses available to graduates, and contributing to the development of a flexible curriculum at postgraduate level.

## **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 13,500 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 twenty 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 is now acknowledged to be one of the leading young universities in the world, ranked 43<sup>rd</sup> in the latest Times Higher Education (THE) 'Young Universities' list. 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 13,500 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.

### Principles and Values

Maynooth University is committed to the following values:

- Scholarly rigour;
- Academic freedom;
- Integrity and ethical behaviour;
- Collegiality, transparency and trust;
- Equality, inclusiveness and social justice;
- Operational excellence, organisational flexibility and responsiveness;
- Dignity, respect and care for the individual.

### Strategy 2018 - 2022

The University's Strategic Plan 2018-22 builds from a position of confidence. Maynooth University is a University with ambition, vision and values, a clear identity and sense of purpose, a history of achievement, and a future of considerable promise. The Strategy builds on the University's accomplishments and concentrates institutional energy and resources on further development of research and postgraduate education.

**For more information please visit <http://www.maynoothuniversity.ie/about-us/university-strategic-plan>**

### 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 September 2021;
- The appointment is expected to be effective from mid-September, or as soon as possible thereafter.

## Equality and Diversity

Maynooth University values the enrichment that comes from a diverse community and seeks to promote equality, prevent discrimination and protect the human rights of each individual. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#). Additionally, as an [Athena SWAN Bronze Award](#) Institute, we are committed to advancing gender equality across the University.

We aim to reflect the diversity of the community we serve and welcome applications from all individuals.

## Data Protection Law

Maynooth University will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

If your application is successful and you accept an offer of employment at Maynooth University, then your personal data will continue to be processed in accordance with Maynooth University's Staff Data Privacy Notice.

Both the privacy notices and further information relating to data protection, including Maynooth University's other data protection policies and processes, can be viewed at <https://www.maynoothuniversity.ie/data-protection>

## Salary

Administrative Officer I: €50,161 – 71,523 per annum (9 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 salary scale.

## Application Procedure

### Closing Date:

23:30hrs (local Irish time) on **Sunday, 15 August 2021**

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**