



Post Title & Subject Area	Manager of Academic Affairs
Post Duration	Permanent contract.
Grade	95 Administrative Officer 1A_2013 (2010) (7080)
Reports to	Head of Academic Services and Registry, or Registrar, as required.

Introduction

The National University of Ireland is a federal university with four constituent universities (and their Linked Colleges) and a number of other higher education institutions with the status of Recognised Colleges of the National University.

At the centre of the federal university, NUI acts as a forum for the member institutions, provides academic services to them and manages the central registers and archives of the university. NUI also undertakes a wide range of activities in the interests of promoting academic distinction, scholarship and research and seeks to make a visible contribution to educational, cultural, social and economic advancement in Ireland.

Under its 1908 Charter, NUI is empowered to recognise colleges of higher education and award degrees and other qualifications in those colleges. Accordingly, NUI has responsibilities in relation to the standards and quality of its awards and the associated student learning experience in all Recognised Colleges. In addition, and under the terms of the Qualifications and Quality Assurance (Education and Training) Act 2012, NUI is a 'designated awarding body' for colleges of Higher Education that do not have degree-awarding powers of their own. Using the nomenclature of the 2012 Act, these NUI Recognised Colleges are referred to as "Linked Providers" of the University.

NUI also carries out an extensive annual programme of competitive scholarships and prizes to recognise student, and staff, academic endeavour and achievement across a wide range of disciplines in the member institutions.

NUI now invites applications for the role of Manager of Academic Affairs, which is a permanent position in the University.

Function

The Manager of Academic Affairs will provide a high level of professional and proactive administrative support to the Head of Academic Services and Registry, and to the NUI Registrar as required, in order to:

- Develop and implement policies, procedures and guidelines in a range of academic areas relevant to NUI's role as a federal university, with member universities and colleges;

- Develop and implement quality assurance and enhancement procedures to fulfil NUI's responsibilities to its Recognised Colleges as well as ensuring the quality of the University's own activities as a Higher Education Institution and an Awarding Body;
- Manage the governance process for the approval of programmes for delivery by NUI Recognised Colleges and the ongoing monitoring of these portfolios of provision;
- Support the running of NUI's annual programme of academic awards, scholarships and prizes for undergraduate, doctoral and postdoctoral students.

Duties and Responsibilities

Reporting to the Head of Academic Services and Registry and/or the Registrar, as required, the post-holder will manage a range of development and support activities within the University that include, but are not limited to, the following:

- Draft and edit policy, procedural and guideline documentation relating to the academic affairs of the University as directed by the Registrar and/or the Head of Academic Services & Registry;
- Provide professional and specialist advice to academic staff in the Recognised Colleges on issues relating to the academic affairs of the University;
- Manage projects related to the implementation of statutory and non-statutory Quality Assurance and Enhancement activities in the University itself and with the Recognised Colleges;
- Stay up to date with and inform the Head of Academic Services and Registry and/or the Registrar of developments in academic policy and regulatory areas relevant to Higher Education, including quality assurance and enhancement;
- Conduct independent research on agreed academic and quality assurance/enhancement topics, and compile and present reports to committees and other fora;
- Manage the University governance process for the validation, review and any additional, activities in relation to academic programmes in the Recognised Colleges;
- Collaborate with colleagues in the constituent NUI universities and key external stakeholders as appropriate;
- Form part of a team to administer NUI's annual suite of academic awards, scholarships and prizes for students and staff of constituent universities and recognised colleges;
- Undertake other duties as may be specified from time to time by the Head of Academic Services and Registry and/or the Registrar.

Skills and qualifications

The successful candidate will be required to:

- Hold a third level qualification (NFQ: Level 8), or equivalent international qualification;
- Hold a minimum of four years' relevant experience in a similar role, preferably within the education or higher education sectors;
- Demonstrate excellent verbal and written communication skills;
- Have excellent IT skills; including the use of enterprise-applications such as databases;
- Demonstrate a flexible approach and be self-driven, acting on own initiative and without frequent direction;
- A proven ability to manage both organisational and operational changes and to collaborate effectively with colleagues at all levels;
- Have highly developed skills in drafting clearly defined policy and procedural guidelines;

- Show a proven aptitude to scope, plan and manage projects, with the ability to deliver successfully under demanding deadlines.

The successful candidate will also ideally have:

- A relevant postgraduate qualification
- Experience of and expertise in Irish higher education or public sector environments, with a particular knowledge of policy development

Terms and conditions:

Salary

- The starting pay for persons recruited to the university shall be at the scale relevant to the post of Administrative Officer - UCD AO Scale Ref 95 Administrative Officer 1A_2013 (2010) (7080) (6 points as applicable to new entrants) as follows:

€60,408, €62,479, €64,525, €66,913, €69,288, €71,296.

* Appointments with no previous public sector experience will be placed on the 1st point of the above salary scale.

- Different pay and pension conditions may apply if, within 26 weeks prior to appointment the appointee is serving elsewhere in the public sector in a position in respect of which he or she is paying the Class A, B, C or D rate of PRSI contribution.
- Rates of remuneration may be adjusted from time to time in line with Government Policy.

Pension Scheme

- In general, and except for candidates who have worked in a pensionable (non single scheme terms) public service job in the 26 weeks prior to appointment, all new entrants to pensionable employment at the University on or after 1 January 2013 will be members of the Single Public Service Pension Scheme, details of which are available at <http://per.gov.ie/wp-content/uploads/Single-Scheme-booklet-Final.pdf>
- Membership of the University Pension Scheme is compulsory.

Pension Related Deduction

- This appointment is subject to the pension related deduction (PRD) in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

Incentivised Scheme for Early Retirement (ISER)

- It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Declaration

- Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment, whereupon public sector pension abatement provisions may apply.

Working Hours

- Working hours shall be 37 hours per week, excluding lunch breaks and time spent travelling to and from the University.

Holidays

- 27 days holidays per annum.

Probation

- A three-month probationary period will be served during which there will be an ongoing review of performance. The probationary period may be extended at the University's discretion.

Confidentiality

- The successful candidate shall throughout the period of the Contract keep confidential and fully protected all such confidential information as shall be entrusted to them concerning the University, or which shall come into their possession by virtue of their position with the University and its various stakeholders.

Application Procedure

- Applications should include the following:
 - Completed NUI Application Form
 - Curriculum Vitae
 - Cover Letter (*for the attention of the Head of Academic Services and Registry*)
- Applications can be submitted in either format as follows:
 - Hard-copy: The Head of Academic Services and Registry, National University of Ireland, 49 Merrion Square, Dublin 2
 - Email: `personnel@nui.ie`
- All applicants will receive an email acknowledging the application. If you do not receive an acknowledgement of receipt of your application within five working days, please contact the University at 01-4392424.
- The closing date for receipt of applications is **Friday, 29th October 2021 at 5.00pm.**

Assessment Procedure

- Selection Panel: Applications will be considered by a Selection Panel, which will shortlist and interview candidates.
- Interview Date: The interviews will be held on a date to be advised in November 2021. The interview may take place in person in the NUI offices, 49 Merrion Square, Dublin 2 or virtually, via MS Teams. Shortlisted candidates will be advised of the interview location and format no later than one week in advance of the interview.
- Candidates invited for interview will also be required to complete a short writing test, through English.
- All candidates will be notified of the outcome of their application in due course.

The National University of Ireland is an equal opportunities employer.