Ollscoil Mhá Nuad
Maynooth University

IT Services
IT Project Manager
(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.

Maynooth University wishes to appoint an IT Project Manager at the Administrative Officer 1 grade. This permanent position, reporting to the Head of Enterprise Solutions, IT Services, will lead and manage projects, in the area of the University Administration systems which include student, staff (HR & payroll), Financial, security and timetable systems. The role scope also includes managing projects in the areas of CRMs, Business intelligence and bespoke software, as part of the wider Enterprise Solutions function and future structure. The projects will be of varying size and complexity, typically involving multiple stakeholders, and combining internal and external resources, such as the upgrade and replacement of complex business solutions, their associated business processes, and the development of associated services.

The successful candidate will have excellent technical knowledge and strong IT experience to be able to quickly gather and analyse information for key business systems, and to interact with technical staff, whether colleagues or suppliers. Working closely with IT Services and other departments colleagues, this role will focus on the management and delivery of ICT projects through the creation and oversight of project plans, communication plans, work breakdown structures and the identification of dependencies, milestones, resource management, financial management, risk management, reporting, together with stakeholder engagement. The successful candidate will have a strong understanding of data structures and of data management, as well as excellent project governance skills, to provide effective project management for data-rich information systems and related projects.

Principal Duties

Administrative and other duties:

- The IT Project Manager will be required to have or develop excellent understanding of the key functional areas of the Systems within the scope of the team and the wider Enterprise Solutions function.
- Responsible for timely delivery of projects to agreed scope, level of quality, timelines and within approved project budget.
- Support, manage, deliver, and oversee individual or multiple projects ranging in value, size and complexity.
- Develop and manage project plans and project teams for Enterprise Solutions, Information systems and IT Services projects.
- Assist in maintaining a portfolio register of current and future potential projects for Enterprise Solutions, working with managers, heads of function and following best practice to prioritise and coordinate the yearly programme of work.
- Management, implementation and reporting of projects in adherence to agreed project management procedures, practices and governance.
- Responsible for project budget management, including the identification of project costs and benefits and on-going budget management through project delivery.
- Manage resource assignment to the project to ensure the necessary resources are made available at the right time to support project delivery.
- Responsible for the identification, assessment and managing of project risks and issues and mitigating actions.
- Manage all associated documentation for each project, including the project plan, RAID log, communication plan, test plan, implementation plan, transition plan, progress reports and project closure.
- Provide regular and accurate project reports detailing the status of design, progress, costs and quality standards as measured against agreed objectives and milestones that can be analysed and absorbed at all levels within the organization
- Responsible for project stakeholder management to ensure effective delivery of project objectives – including escalation management.
- Exercise effective project change control.
- Lead and motivate a multi-disciplinary team to achieve project objectives.
- Assist as required in the delivery of enterprise solutions and information systems services, ensuring new business processes and responsibilities are well understood and documented so that the change brought about by the project can be anchored in operations.

Note: The responsibilities of the post holder may change over time in line with ongoing developments within IT Services, the University and at national level. Because the role will involve supporting critical systems and services, it may be necessary to work outside normal hours on occasion.

The ideal candidate will have:

Essential

Qualifications & Experience

- Bachelor's degree, or equivalent (NFQ Level 8), in Information Systems, Computer Science, Project Management, Business Information Systems or a related field, or 5 years' extensive recent professional experience relevant to the Principal Duties.
- Minimum of 5 years' relevant experience in managing and delivering complex ICT projects, including enterprise business systems or digital solutions, with responsibility for project planning, governance, stakeholder management and successful delivery through the project lifecycle.

Project Management, Governance & Delivery

- Proven track record of successfully managing and delivering complex ICT projects, from initiation and planning through implementation, transition to operations and project closure, within agreed scope, timelines, quality and budget. Experience working with the business in pre-project planning to identify project readiness and change.
- Strong knowledge and practical application of recognised project management methodologies, governance frameworks and project controls, including project plans, work breakdown structures, milestones, dependencies, RAID management, change control, reporting and project closure.
- Demonstrated ability to manage multiple concurrent projects and competing priorities, including project scheduling, resource planning, dependency management and coordination across internal teams and external suppliers.
- Experience of project financial management, including estimating and monitoring project costs, managing budgets, tracking expenditure and supporting the identification and realisation of project benefits.

Solution, Systems & Data Capability

- Strong technical knowledge and broad experience of enterprise IT and information systems, with the ability to understand solution architectures, applications, integrations, infrastructure and associated technical dependencies sufficiently to manage complex ICT projects effectively.
- Experience of delivering projects involving enterprise business applications and digital platforms, such as ERP or administrative systems, CRM, business intelligence and analytics platforms, integration technologies, bespoke software or comparable enterprise solutions.
- Strong understanding of data structures, data management and data modelling principles, with the ability to recognise and manage data-related requirements, dependencies, migration, integration and quality considerations within information systems projects.

- Demonstrated ability to gather, analyse and translate business, functional and technical requirements, working effectively with business users, technical specialists and suppliers to support solution design and successful project delivery.

Leadership, Stakeholder & Organisational Capability

- Excellent stakeholder management and communication skills, with demonstrated ability to engage effectively with senior management, business users, technical teams, project governance groups and third-party suppliers, including managing expectations and escalations.
- Demonstrated ability to lead and coordinate multidisciplinary project teams, bringing together internal and external resources, allocating and coordinating project activities, resolving delivery challenges and maintaining focus on agreed objectives.
- Strong analytical, organisational and problem-solving skills, with the ability to quickly develop an understanding of complex business processes and systems, exercise sound judgement, manage change and communicate project status, risks and decisions clearly at different organisational levels.

Desirable

- Relevant Supplementary Professional Qualifications: Additional professional qualifications or certifications relevant to the role, such as IT service management, business analysis, change management, Agile delivery, cloud technologies, data management or enterprise architecture.
- Higher Education and Student Systems Experience: Experience of delivering ICT projects within a higher education environment, particularly involving student administration systems, institutional business processes and key operational or academic cycles.
- Business Change and Transformation: Experience of managing the business change associated with technology projects, including business process improvement, organisational readiness, transition to operational support and the successful adoption of new systems and ways of working.

Information Technology Services

The Directorate of Information Technology (IT) Services is located in the Eolas Building, a modern facility located on the North Campus of Maynooth University. IT Services consists of three sections: IT Operations, Enterprise Systems and Solutions, and the Project Management Office.

IT facilities and services at Maynooth University include:

- User focused services and support;

- Student teaching and self-study provision and research support;
- Core infrastructure to support systems delivery, connectivity and cyber security;
- Two datacentres and an extensive server farm of physical and virtual servers and cloud services;
- Packaged software solutions for key areas such as Finance (Oracle-JD Edwards Enterprise One), Student Administration (Adapt/ITS), Payroll & H.R. (Core), Library and E-learning;
- Departmental systems for areas such as Residences, Conference Administration and the Health Centre;
- Implementation of several strategic projects including projects for the areas of student administration, Finance and HR information systems.

IT Services: Enterprise Solutions

Within IT Services, the Enterprise Solutions section comprises twelve (12) specialist positions focused on delivering and optimising the University's enterprise applications and data services. Enterprise Solutions oversees:

- Business-critical systems supporting student lifecycle, finance, HR, research, CRM, and related platforms;
- Integration and interoperability across systems, ensuring data quality, governance, and compliance;
- Process improvement and automation to enhance efficiency and user experience;
- Business Intelligence and reporting to enable data-driven decision-making across the University.

The operating environment is complex and hybrid, combining on-premises and cloud-based solutions, with integrations spanning multiple platforms and services. Enterprise Solutions works closely with academic and administrative units to ensure systems and data capabilities align with strategic objectives and regulatory requirements.

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 17,000 students on a campus with 18th century roots and 21st century dynamism.

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. We offer a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education, along with a range of international programmes and partnerships.

The strategic trajectory and accomplishments of Maynooth University, 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 ranked in the top 90 global Times Higher Education (THE) Young University rankings in 2024. 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'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 uaillmhianach 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

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;
- It is anticipated that interviews will be held during the month of January 2027;
- The appointment is expected to be effective 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 Race and Equality action plans. We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

Maynooth University is an equal opportunities employer and is committed to supporting applicants to enable their full participation in the recruitment process. Applicants are invited to disclose a disability during the recruitment process to ensure adequate measures are in place to enable their full participation.

Terms and Conditions

Tenure	This is a full-time, permanent post.
Salary	Administrative Officer I (June 2026): €60,410 – €86,192 p.a. (9 points) Appointments will be made in accordance with public sector pay provisions.
Hours of work	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.
Location	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
Annual Leave	Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
University policies and schemes	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at: https://www.maynoothuniversity.ie/university-policies

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Pension	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: https://www.maynoothuniversity.ie/human-resources/pension-information
Eligibility	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: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/ 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. **Former Irish Public Service employees - Certain Restrictions on Eligibility** 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: • Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER) • Department of Health and Children Circular (7/2010) • Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013) 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.
Garda vetting	Garda vetting or clearance may be required by the University.
Medical	The University may require a medical examination as a condition of employment.

Data Protection

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, 29th November 2026.**

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