



**Ollscoil na hÉireann**  
National University of Ireland

## **Head of Academic Services and Registry**

The National University of Ireland is a federal university with four constituent universities and a number of other associated higher education institutions. At the centre of the federal university, NUI acts as a forum for the member institutions, provides services to them and their graduates and manages the central registers and archives of the University. NUI seeks to make a distinct contribution to higher education that is valued by our member institutions and recognised by the sector as a whole. We undertake a wide range of activities in the interests of promoting scholarship and research and contributing to educational, cultural, social and economic advancement. NUI wishes to fill the senior position of Head of Academic Services and Registry on a permanent basis.

### **The role**

The Head of Academic Services and Registry will play an important role in the future development of NUI across the range of academic activities undertaken by the university. In the context of the formulation of a new strategic plan, the person appointed will have the opportunity to make a creative and dynamic contribution to policy formulation and the strategic development of NUI. He/she will play a leadership role in enhancing and expanding the range of services provided by NUI and in increasing the effectiveness of the organisation. The role is diverse and the person appointed will have responsibilities in the following areas:

- promotion of scholarship and research
- management of NUI's programme of awards
- provision of services to the constituent universities, recognised colleges and other member institutions
- provision of services to graduates
- preparation of reports, briefing papers and submissions relevant to the University's interests and concerns
- acting as secretary to NUI committees and groups, organising meetings and preparing documentation
- quality assurance in relation to programmes leading to NUI degrees and other qualifications in NUI recognised colleges
- management of the central graduate registers, records and university archives
- administration of elections administered by NUI.

**Qualifications/skills required**

Reporting to the Registrar, the Head of Academic Services Registry will be a member of the senior management team and will be well placed to contribute to the achievement of the NUI mission and the increased effectiveness of the organisation in the next phase of its development. The post calls for in-depth knowledge and understanding of the higher education environment, highly developed management and organisational capabilities, and excellent communications and interpersonal skills. The person appointed will be highly motivated and resourceful with strong analytical abilities and problem-solving skills. He/she will be expected to lead staff in the areas concerned, to take responsibility for the achievement of objectives and to collaborate with colleagues in the management of projects.

The specific requirements of these posts are:

- Excellent organisational and administrative skills
- \* Leadership and team-building capabilities
- Excellent communication, writing and interpersonal skills
- Well-developed IT skills
- Significant experience in a higher education environment and expertise in one or more of the following areas: quality assurance, the management of registers and records, the administration of competitions for academic awards, the servicing of committees and the drafting of policy documents and reports.

Applicants will have an honours degree and a minimum of seven years relevant experience.

A postgraduate qualification is desirable. A knowledge of Irish will be an advantage.

## **TERMS AND CONDITIONS:**

### **Salary and Pension**

Senior Administrative Officer Grade IV, UCD Salary Scale Ref 7078 (7 points):  
€55,035 - €83,070 per annum.

For New Entrants, appointment will be made on the minimum of point of the scale accordance with DPER guidelines. Different pay and pension conditions may apply if, immediately 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. Salaries are subject to Pension-Related Deductions (PRD) as provided for under the terms of the Financial Emergency Measures in the Public Interest Act 2009, as amended.

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; retirement age is in accordance with Pension Scheme Rules.

### **Hours**

Working hours are 37 hours per week, the timing of which is to be agreed with the Registrar.

### **Holidays**

30 days holidays per annum.

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in DPER 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.

**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 employment 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.

**Appointment**

Appointments will be subject to satisfactory health reports from the university's medical adviser.

**Application process**

A completed application form with curriculum vitae should be addressed to the Registrar and emailed to: [personnel@nui.ie](mailto:personnel@nui.ie)

**Closing date:                      Wednesday 19<sup>th</sup> April 2017 at 5:00pm**