



**Ollscoil na hÉireann**  
National University of Ireland

### **Manager of the Registrar's office/Chief Risk Officer**

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 the Registrar's office/Chief Risk Officer, which is a permanent position in the University.

#### **The role**

The Manager of the Registrar's office/Chief Risk Officer will be a key person in development of new structures and procedures in the Registrar's office to allow NUI deliver and expand our services to constituent universities, recognised colleges and other stakeholders. The person will provide a high level of professional and proactive administrative support to the NUI Registrar. The role is diverse and the person appointed will have responsibilities in the following areas:

- Provide the secretariat for Senate, Degrees on Published Work Committee, Committee of Registrars and to provide support for other NUI Committees
- Provide support for the Degrees on Published Work Committee ensuring timely processing of *prima facie* and 2nd stage applications and managing the workflow involved.
- Provide support for the committee considering NUI Honorary Degrees, support interaction with Honorary Awardees and organise the conferring ceremonies
- Contribute to the organisation of NUI Lectures, Seminars or similar events
- Manage the extern examiner appointments and to maintain the extern examiner database: oversee preparation and circulation of reports to recognised colleges
- Undertake supervisory responsibilities in relation to the staff of the Registrar's Office and Reception; including supervision of NUI role in relation to matriculation
- Act as PA to the Registrar and provide support for the Chancellor

In addition the person appointed will be the Risk Officer and report to the Audit and Risk Committee. They will also be required to take on other roles in the compliance area in which training can be arranged.

### **Qualifications/skills required**

Reporting to the Registrar, the Manager of the Registrar's office/Chief Risk Officer 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. They 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 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, 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;
- Have as proven ability to manage both organisational and operational changes and to collaborate effectively with colleagues at all levels;

- Show a proven aptitude to scope, plan and manage projects, with the ability to deliver successfully under demanding deadlines;
- Demonstrate the ability to independently research on topics of interest to NUI affairs

The successful candidate will also ideally have:

- A relevant postgraduate qualification
- An ability to conduct business through Irish, both verbally and written.
- Previous experience of Risk management and compliance/corporate governance

### **Equality and Diversity**

NUI is fully committed to achieving equality of opportunity for all staff and to treating everyone fairly. The University welcomes applications from individuals regardless of gender, age, disability, race, ethnic origin, sexual orientation, religion or belief, civil status, family status, or membership of the travelling community.

### **TERMS AND CONDITIONS:**

#### **Salary and Pension**

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: €61,622, €63,735, €65,822, €68,258, €70,681, €72,009.

For New Entrants, appointment will be made on the minimum point of the scale in 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 the deduction of the pension related "Additional Superannuation Contribution" (ASC) in accordance with Section 4 of the Public Service Pay and Pensions Act 2017.

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: <https://singlepensionscheme.gov.ie/for-members/>

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, excluding lunch breaks and time spent travelling to and from the University, the timing of which is to be agreed with the Registrar.

### **Holidays**

27 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**

The closing date for receipt of applications is Monday, 21<sup>st</sup> March 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 March/April 2022. 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.

All candidates will be notified of the outcome of their application in due course. The National University of Ireland is an equal opportunities employer.