



Policy and Projects Officer

The Irish Universities Association (IUA) is the representative body of the university sector.

The organisation works collectively with its member universities to actively promote the purpose and value of internationalisation within Higher Education including inwards and outwards mobility, enriched intercultural learning environments and international partnerships that enable and enhance research and educational collaborations.

We now invite applications for the new full-time contract position of Policy and Projects Officer to work with a range of IUA colleagues across academic affairs, skills, access and international, as well as with a broad range of stakeholders across IUA member universities and other organisations, including government agencies.

Key Responsibilities

Reporting to the Head of International, the Policy and Projects Officer will provide support in developing, co-ordinating and implementing key sectoral projects and initiatives, including student mobility and inclusive mobility.

Specifically, s/he will be expected to:

- Support and promote improved understanding of the advantages of student mobility in terms of student competences, graduate outcomes and employability;
- Support and promote the implementation of QQI's International Education Mark in the Irish university sector;
- Support and promote the implementation of Languages Connect, the national strategy for foreign languages, in the Irish university sector;
- Support strategic public affairs and policy positioning initiatives by the IUA, including for communications and advocacy activity;
- Service requirements of key standing groups and committees, including the IUA Mobility working group;
- Support the Head of International with any other tasks as required from time to time.

Candidate Skills and Attributes

- NFQ Level 8 (or equivalent) graduate
- Strong numeracy and data analysis skills
- Strong policy and research skills
- Excellent writing and analytical skills
- Excellent communications skills
- Strong attention to detail

- Good inter-personal skills
- Ability to work on own initiative and to be flexible and adaptable
- International experience an advantage

Contract details

The position of Project and Projects Officer will ordinarily be based at the IUA (in line with public health guidelines in relation to the Covid-19 pandemic) with some capacity for remote working. It is offered on a 2-year fixed term contract, and subject to a period of probation and meeting on-going performance requirements. The role may require domestic travel within Ireland.

Salary in the region of €40,000 - €45,000 commensurate with experience will be offered. A secondment arrangement for existing public-sector employees may be possible, subject to concluding an appropriate agreement between the IUA and the candidate's current employer.

Application Details

Please forward a detailed but concise CV and cover letter (max 500 words), demonstrating the competencies and experience listed above, by email by November 14th, 2021, to: marguerita.lardner@iua.ie

Tel. 01 6764948