



OLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Appointment of Deputy President & Registrar

Information & Application Booklet

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Welcome

from the President

Dear Colleague,

Thank you for your interest in the position of **Deputy President and Registrar**. This position is of immense importance as we look to deliver our new Strategic Plan (2025-2030). We are proud to be a values-led research-intensive learning organisation. Equality, diversity, inclusion are at our heart, and we aspire to excellence, creativity and impact in all we do.

Having had an interim Deputy President and Registrar in place for over a year, and with my appointment as President in September 2025, the time is now right to appoint to the substantive Deputy President and Registrar position.

As the Chief Academic Officer, the Deputy President and Registrar is the most senior position within this university community after the President and is responsible for the oversight and integration of the academic strategy and business across our four Colleges and 18 Schools. They are also required to manage multiple external and internal stakeholders in a very dynamic and demanding environment.

Through your membership of the University Management Team, you will continue to develop and refine our implementation plans, building on a strong foundation but also responding to fast-emerging agendas. The duties associated with the position have been reconfigured to place emphasis on project delivery and leadership of a new Organisational Transformation Office.

This senior leadership role comes with a significant and influential portfolio. The successful candidate will have held a senior academic position, coupled with significant management experience, including leading transformative positive change. As such, we are looking for ambitious candidates with exceptional people skills to lead, develop and motivate diverse teams.

Yours faithfully,
Professor David J Burn,
President



Deputy President and Registrar

Call for Applications

The challenges of our time demand leadership and vision.

That was the case too back in 1845, when our university was founded at a time of profound social and ecological challenge. 180 years later, we continue to build upon a long tradition of scholarship and discovery that confronts the problems of our time and serves the public good, empowering our people, city and region to prosper.

Today, the University of Galway is a research-intensive university with global ambition. Our community comprises over 20,000 students from more than 100 countries and over 2,700 staff, one-in-five of whom came to Galway from overseas. With over 135,000 alumni, and research collaborations with more than 6,000 institutions in 180 countries worldwide, our international reach and impact is significant and growing. University of Galway attracts and develops talent from around the world to address global challenges and we now wish to recruit a Deputy President and Registrar to lead the next step in our university's development.

Ours is a distinctive university in a unique location. We are proud of the contribution we make to Galway's reputation as an internationally recognised centre of excellence in innovating for health, transformative data and AI, culture, creativity and society, and in sustainable and resilient environments.

We take a responsibility and pride in our unique role in leading higher education and research in the Irish language, and we appreciate the importance of thriving Irish-speaking communities in the Gaeltacht and beyond. And we are leading the transition to a sustainable future on campus and with our partners through our Learn-Live-Lead model, which includes measurable sustainability impacts in teaching, research and operations.

As well as fulfilling the duties of Chief Academic Officer of the University and deputising for the University President, the Deputy President and Registrar will lead the delivery of major strategic university projects, as well as driving forward a number of important agendas in their portfolio, including our university's leadership in sustainability and higher education in the Irish language.

Major capital projects currently in development include the construction of a new Library. In tandem with this landmark building, we are investing further in new facilities and technologies, including through a Student Digital Pathways project. These projects will transform our teaching, learning and student experience in the years ahead.

We are looking for an experienced leader with the personal drive, enthusiasm and professional expertise to provide exceptional leadership at this exciting moment as we implement the University's new strategic plan.



Job Description

Purpose of the Role

This is an exciting role at the centre of leadership at University of Galway, and the appointee will play a key role in shaping the University's future.

The Deputy President and Registrar reports directly to the President and will be a member, and Deputy Chair, of the University Management Team. The postholder is responsible for leading the academic strategy of the University. In addition, as the second most senior member of the University after the President, the postholder acts as Deputy to the President and performs the duties of the President as required.

The Deputy President and Registrar is the University's Chief Academic Officer. This is a strategic role charged with developing and delivering the University's academic mission.

The Deputy President and Registrar has responsibility for academic policy and quality. They have oversight of academic administrative units that support this mission and work in collaboration with, and with the support of the President, the Vice-Presidents, the Executive Deans of College, and Heads of Schools.

Moreover, they lead the delivery of major strategic university projects as part of a wider portfolio of responsibility, which includes leading the development and implementation of our Irish language and Sustainability strategies.

Key Responsibilities

Strategic Management in Academic Matters

- Delivery of major strategic university projects, identified by the University Management Team, through a newly formed Organisational Transformation Office. The projects will include several priority initiatives identified in the University of Galway Strategy Plan (2025-2030).

Academic Leadership

- The Deputy President and Registrar, in consultation with the President, shall work with the Vice-Presidents for Research and Innovation and Education to oversee, respectively, the implementation of the University's research and innovation, and teaching and learning strategies.
- Advise Academic Council and Údarás na hOllscoile (the University's Governing Authority) on academic developments.
- The Deputy President and Registrar will chair several key committees, including but not limited to the University's Academic Promotions Committees, the Library Strategy Committee, Sustainability Advisory Board, and the Quality Enhancement Committee.
- Leading the development and implementation of the University's strategic objectives and delivering statutory obligations regarding Irish language.
- Alongside the President, they will work with Vice-Presidents, Executive Deans and other members of the University Management Team in support of the delivery of thematic and College strategies.





Management Responsibilities

The Deputy President and Registrar, with the support of the relevant Heads of Function, will oversee the following range of services;

- Library services
- Quality Office
- Sustainability Office
- Organisational Transformation Office
- Office of the Deputy President and Registrar, which includes:
 - Irish Language Officer

External Responsibilities

- The Deputy President and Registrar will represent the University as required, nationally and internationally, in relation to academic policy and strategic leadership at sectoral level.
- The Deputy President and Registrar will be a member of the Irish University Association Registrars Group, is a member of NUI Senate and a member of the CAO Board.

Note: The list of duties specified above is not intended to be exclusive or restrictive; duties may be added or withdrawn but any such alteration will take place after consultation with the appointee.





Selection Criteria

Applications will be judged solely against the criteria set out below. Applicants should ensure that their application clearly demonstrates that their skills and experience meet these criteria.

Essential Criteria

- A PhD (or equivalent qualification) in a relevant field.
- A distinguished academic, who is performing at the level of Established Professor, capable of providing leadership across the University. See Competency Framework for Established Professor below.
- Significant experience in leading and managing others, creating a highly engaged work environment, and in developing staff.
- Significant management experience at an appropriate level and experience of leading the successful delivery of change and/or major projects.
- Competent in creating structures and processes that are designed to ensure accountability, responsiveness, empowerment, and participation, in a large and complex organisation.
- Excellent verbal and written communication skills and experience of developing, enabling and supporting a collegial and collaborative approach across the university community, including in the development and implementation of strategy.
- Evidence of leadership in, and demonstrated commitment to, gender equality and the wider issues of equality, diversity and inclusion.
- An ability to think strategically to evaluate a complex changing landscape and to make clear decisions.
- A track record of high-level personal and institutional relationship building.
- Strong financial and people management skills.

- A strong understanding of governance, management and the regulatory environment in higher education or public sector institutions.
- Regard to the unique public role of the University in supporting Gaeltacht and other Irish-medium communities, and in fulfilling the University commitment to the Irish language and culture as an exemplary bilingual campus, they will lead by personal example and endeavour. *See additional desirable criteria below.*
- Commitment to the University's vision and values (Excellence, Respect, Openness, Sustainability and Belonging) with a passion for continuous improvement and the growth of a globally recognised reputation, together with high levels of personal motivation and the resilience necessary to deal with demanding workloads and situations.

Desirable Criteria

- It is desirable that the appointee will have the ability to discharge the duties of the role bilingually through Irish and English.

The successful applicant will be required to participate in a relevant senior leadership programme to further develop their leadership development capabilities.

Salary

Deputy President and Registrar salary scale 24A or 24D. See www.universityofgalway.ie/payscales

Duration of Term

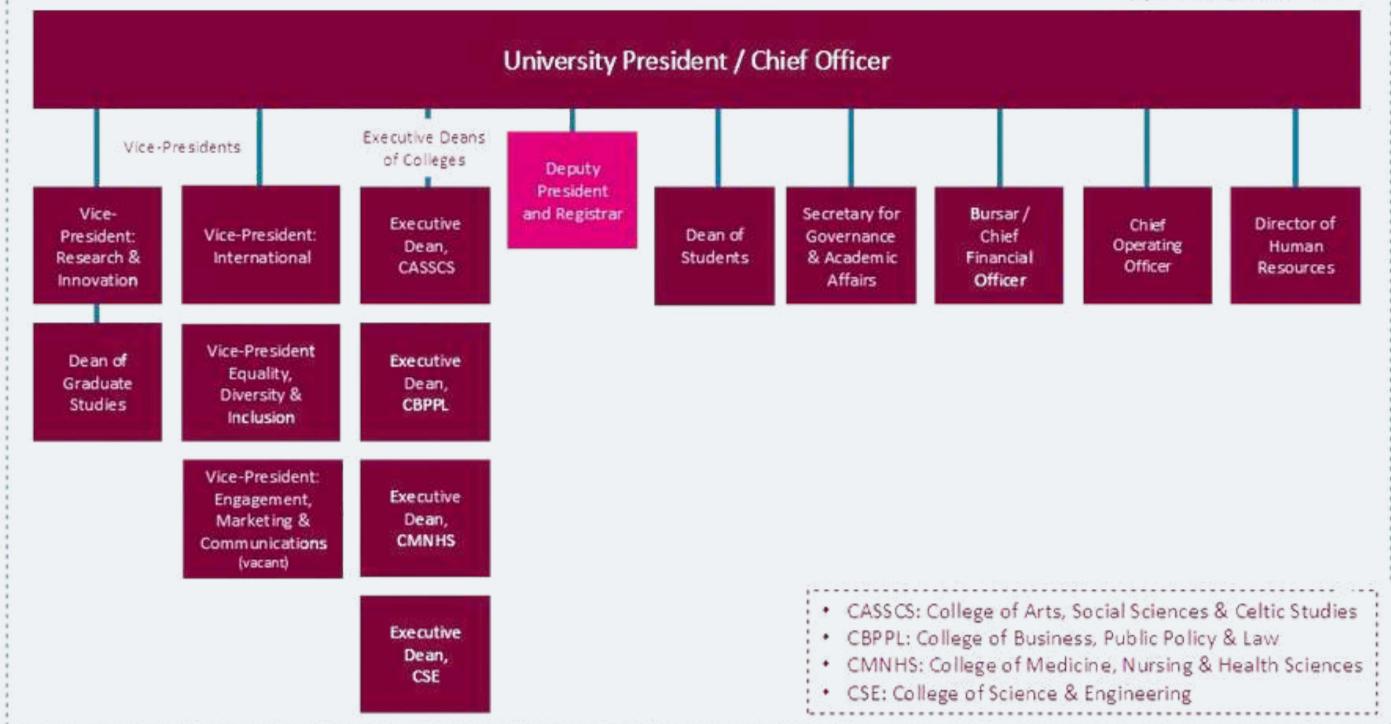
The Deputy President and Registrar is a fixed term appointment for seven years. It is anticipated that the postholder will default to an Established Professorship in one of the disciplines within the University at the end of their term.



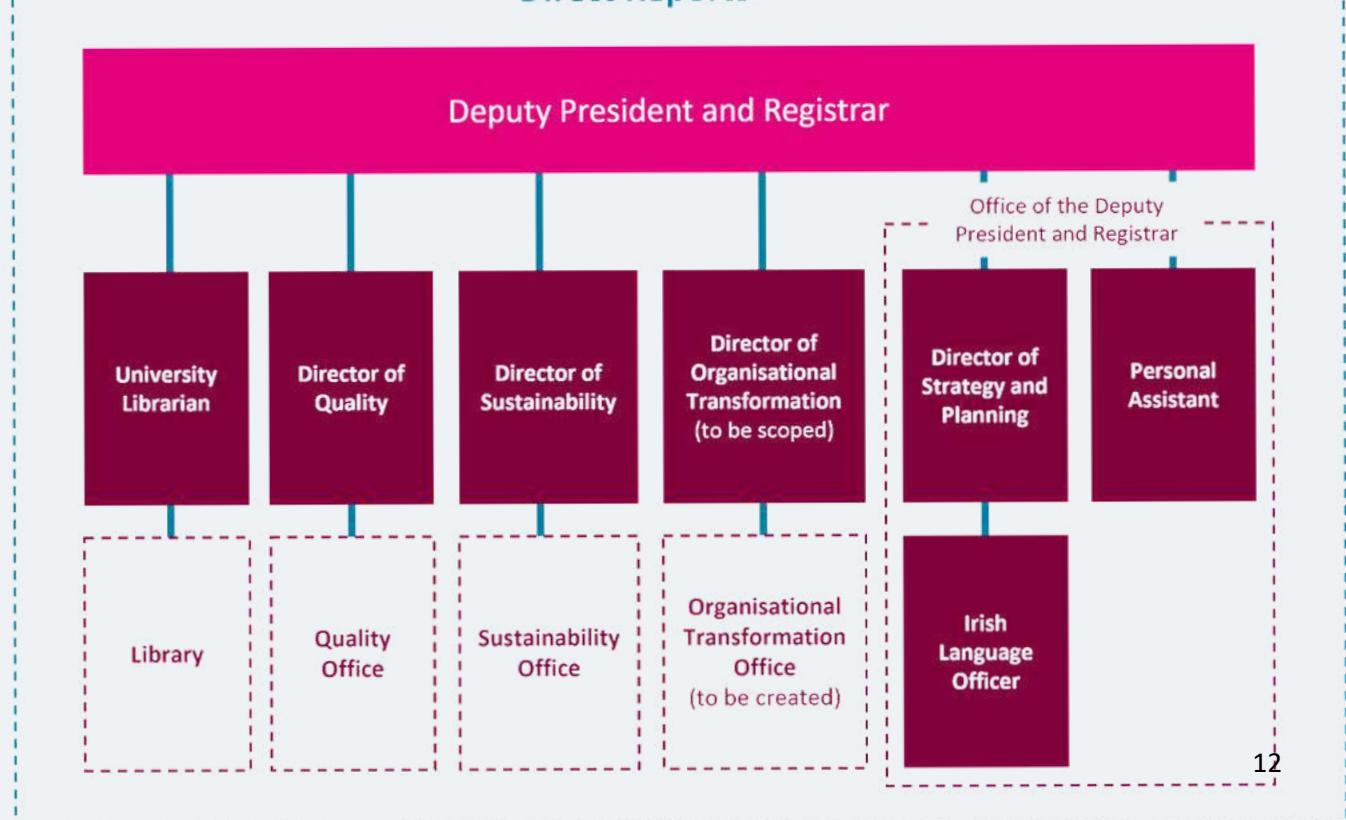
Organograms

University Management Team

*subject to review in 2026



Direct Reports





How to Apply

The University will be supported in this appointment process by the executive search firm Perrett Laver. Enquiries can be made directly to Chris McCann (chris.mccann@perrettlaver.com).

Applications should consist of a full curriculum vitae detailing academic and professional qualifications and experience. CVs should be accompanied by a covering letter describing briefly how candidates meet the criteria outlined in the job description, why the appointment is of interest and what they believe they can bring to the role.

Completed applications should be uploaded at: www.plusportal.perrettlaver.com/, quoting reference **8269**.

The closing date for applications will be **5pm GMT, Friday 13th March 2026**.

Candidates who are longlisted by the Committee will be invited to first round interview with Perrett Laver in late March/early April. Shortlisted candidates will be invited for formal interviews with the Selection Committee in May.

The appointment will be made subject to satisfactory references and the formal interview process may include additional assessments such as psychometric assessments.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interest'. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website www.perrettlaver.com/information/privacy.

At University of Galway, we celebrate diversity and inclusion. We believe that every candidate can bring unique perspectives, talents and approaches to our university community. We actively encourage applications from all backgrounds regardless of race, religion, ethnicity, gender, family status, civil status, membership of the Traveller community, sexual orientation, disability or age. We value flexibility and recognise that a work-life balance is essential. Our commitment to inclusivity extends beyond recruitment as we foster a friendly and supportive work environment, where all work styles are valued and respected. Join us in shaping a workplace that thrives on diversity, inclusion, creativity and collaboration. We welcome all applicants to inform us confidentially if you may require any special accommodations in order to participate fully in the recruitment process.



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