



OLLSCOIL NA GAILLIMHÉ  
UNIVERSITY OF GALWAY

**Head of J.E. Cairnes School of Business and Economics**

**Established Professor**

**Full-Time, Permanent**

**Ref #: 010962**





## TABLE OF CONTENTS

Job Advertisement	4
Job Description	7
Eligibility Requirements	9
Competency Framework for Professor roles at University of Galway	10

**Head of J.E. Cairnes School of Business and Economics  
Established Professor**

College	Business, Public Policy and Law
School	J.E. Cairnes School of Business and Economics
Post Title & Subject Area	Head of J.E. Cairnes School of Business and Economics * and Established Professor
Post Duration	Head of School: 4 years in the first instance Professor: Permanent
Reports to	Executive Dean of College ** Head of School ***

\* The Head of School is a fixed term appointment for four years in the first instance, while the post of Established Professor is a permanent appointment

\*\* While serving as Head of School, the appointee will report to the Executive Dean of College

\*\*\*Otherwise, the Professor reports to the Head of School

# JOB ADVERTISEMENT

Applications are invited for the post of Head of J.E. Cairnes School of Business and Economics and Established Professor, University of Galway, Ireland.

University of Galway seeks to appoint a forward-looking, innovative, collegiate and highly committed person as Head of J.E. Cairnes School of Business and Economics. The successful candidate will have a proven track record of academic leadership and change management, well-developed strategic leadership skills, and strong academic and research credentials. The appointed person will also be appointed as Established Professor in the School.

## ***University of Galway***

University of Galway has been inspiring minds since 1845 as a research-led university. 180 years later, the University continues 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. The University of Galway community comprises 19,700 students, 18% of whom are international students from over 122 countries. The University employs over 2,500 staff, 27% of which are international staff. With over 135,000 alumni and research collaborations with over 5,000 institutes in 178 countries globally, our international reach and impact are significant and growing.

University of Galway is counted among the Top 275 universities in the world according to the most prestigious rankings (QS), positioned in the Top 2% globally. University of Galway is ranked #1 in Ireland and Top 50 in the world in the 2024 THE IMPACT Rankings and was awarded Sunday Times University of the Year in 2022.

University of Galway is an international university with global ambition, but with deep roots in the local region and nationally. Its location on the very edge of Europe gives University of Galway a unique perspective. University of Galway is at the heart of a distinct and vibrant region, renowned for its unique culture, creative industries, medical technologies, marine ecology and economy, and innovation.

University of Galway is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. To this end, the University adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult these policies [here](#). We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy.

## ***Galway City and Region***

Set between Connemara to the west and the Burren to the south on Ireland's famed Wild Atlantic Way, Galway city and region is as distinctive as it is beautiful. Galway has won many international accolades including being dubbed Ireland's 'Most Charming City' by the New York Times and ranking in the Top 50 friendliest student cities in the World and #1 in Ireland by the 2023 University Times Campus Advisor.

## ***J.E. Cairnes School of Business and Economics***

J.E. Cairnes School of Business and Economics is one of three Schools within the College of Business, Public Policy and Law at University of Galway. The School has over 2,700 students, over 140 faculty, research and professional services staff, and over 30 undergraduate and postgraduate programmes. The School is AACSB, AMBA and EFMD programme accredited, is a member of PRME and holds an Athena Swan Silver award for equality.

The School's mission is for the public good. Energised by its regional edge on the west coast of Ireland, it is a globally-engaged School of Business and Economics for the public good that makes a transformative impact for students, society and business.

The School's Strategic Plan 2021-2025 is centred around four key strategic priority areas of research and impact, teaching and learning, external engagement and internationalisation. J.E. Cairnes School of Business and Economics champions core values of respect, excellence, openness and sustainability. Its vision is to make a global impact for the public good by addressing grand challenges through its teaching, research and influence on public policy. The School is committed to delivering value to all its stakeholders, especially to students, external business, industry and policy partners, its community and society.

Additional information on the School is available at: <https://www.universityofgalway.ie/business-public-policy-law/cairnes/>

The School's Strategic Plan 2021-2025 is available at: <https://www.universityofgalway.ie/business-public-policy-law/cairnes/strategicplan/>

### ***Research and Impact at J.E. Cairnes School of Business and Economics***

Guided by our public good mission, the School's research and impact seeks to identify solutions to, and inform decisions about, the grand challenges facing business and society. With a heavy emphasis on the UN SDGs, the School's research is published in world-leading peer-reviewed journals in business and economics as well as in leading textbooks and case studies. The School's research informs and guides leaders and public policy makers.

The School has an excellent international reputation and distinctiveness in the following areas:

- Environment and Marine
- Health and Ageing
- Digital Responsibility

The Institute for Lifecourse and Society (ILAS) and six research centres are associated with the School: Socio-Economic Marine Research Unit (SEMURU); Centre for Entrepreneurial Growth and Scaling (CEGS); Centre for Economic Research on Inclusivity and Sustainability (CERIS); Health Economics and Policy Analysis Centre (HEPAC); Irish Centre for Social Gerontology (ICSG); and Centre for Digital Responsibility.

Over the past six years, the School has attracted external national and international competitive research funding to the value of €12.6 million. You can read more about the School's research here: <https://www.universityofgalway.ie/business-public-policy-law/cairnes/research/>

For informal enquiries, please contact Professor Alma McCarthy, Executive Dean, College of Business, Public Policy and Law. Email: [alma.mccarthy@universityofgalway.ie](mailto:alma.mccarthy@universityofgalway.ie) Telephone: +353 (0)91 492846.

### **Salary:**

**€ 140,068 to 177,079 p.a. (applicable to new entrants effective from January, 2011)**

(This appointment will be made on the Established Professor salary scale in line with current Government pay policy and **in accordance with the terms and conditions of the University's Remuneration policy.** [QA321-Updated-PP-Remuneration.pdf \(universityofgalway.ie\)](#))

**Closing date for receipt of applications is 17:00 (Irish Time) on 10<sup>th</sup> April 2025. It will not be possible to consider applications received after the closing date.**

**Garda vetting may apply.**

**Appointments will be conditional on work authorisation validation.**

Further details are available at [www.dbei.ie](http://www.dbei.ie)

**For more information and Application Form please see website:**  
[Jobs - University of Galway](#) Applications should be submitted online.

The University and the School have a deep commitment to equal opportunities, with the University of Galway achieving the Athena Swan Bronze Award in 2022 and the School achieving a Silver award in November 2024.

At the University of Galway, we celebrate diversity and 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. We offer flexible working arrangements, including hybrid options, to accommodate the diverse needs of our staff. 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, creativity and collaboration.

University of Galway is an equal opportunities employer.

# JOB DESCRIPTION

## Principal Duties and Responsibilities as Head of School

**Purpose:** To play a leading role in delivering the University's strategic priorities, as set out in the University strategic plan. To lead the School as Head of School for four years in the first instance developing and implementing the School's strategic plan. To lead academic excellence, research excellence, internal and external engagement, internationalisation and accreditation in J.E. Cairnes School of Business and Economics.

The Head of School, who reports to the Executive Dean of the College, is responsible for all aspects of leadership of the School, which is the basic operational academic unit in the University. The Head of School works in consultation with the Executive Dean, the School Executive Board, the School Board, the Heads of Discipline, Programme Directors and Research Centre Directors affiliated with the School, as required. The Head of School will play the lead role in developing and enhancing teaching and research programmes both within the School and in collaboration with other Schools, and in promoting excellence among staff and students.

The Head of School has the following responsibilities:

- **Academic Planning and Communications:** Lead the development of annual operational plans for the School; work with staff to ensure implementation of the plans; review the performance of the School in terms of its agreed plans; represent the School on the College Executive Committee; develop the agenda for and chair School Board and School Executive meetings; ensure appropriate communication channels with all staff and students in the School; and oversee utilisation of space and facilities within the School.
- **Academic Affairs:** Provide leadership and promote excellence, innovation and improvement in the teaching and research mission of the School; ensure that there is appropriate management in place for all academic programmes within the School; ensure that an equitable and transparent workload allocation model (WAM); ensure a clear research strategy is in place for the School; foster interdisciplinarity and collaboration within the School and with other Schools, Colleges and institutions in both teaching and research; ensure the delivery of high quality teaching programmes; and ensure the implementation of appropriate University policies.
- **Health and Safety:** In accordance with the University of Galway Safety Statement, the Head of School has responsibility for compliance with and the implementation of duties arising under the Safety, Health and Welfare at Work Act 2005.
- **Human Resources:** with the support of the HR unit, the Head of School has overall responsibility for all staffing matters in the School. The Head of School manages recruitment of staff in the School and supports the development and implementation of the University EDI strategy.
- **Financial Management:** with the support of the Finance Unit, the Head of School works with the Executive Dean, College Finance and Business Manager and the Bursar's office on annual and multi-annual financial planning and budget setting for the School in line with the School's strategic plans. The Head of School ensures that the School is managed sustainably including: identifying and implementing new sources of revenue generation; identifying and implementing efficiency savings; delivering on targets as per agreed plans; managing

expenditure within the approved School budget; and allocating available resources in line with the School's strategic plan in consultation with the School Executive Board.

## **Principal Duties and Responsibilities as Established Professor**

The Established Professor will offer leadership within the School to ensure consistent delivery of high quality undergraduate and postgraduate programmes, to encourage innovation in programme and curricula offerings, and to foster high quality research and impact. The Established Professor will advance further the quality teaching standards already established within the School. The Established Professor will play a key role in the School's strategic plan and priorities in the next stage of the School's development across the areas outlined below.

- **Research:** To engage in and deliver high-quality research and impact. To disseminate research in leading academic publications, other outlets as appropriate and to participate in postgraduate supervision. To engage in and lead initiatives to seek research funding, as appropriate. The Established Professor will advance the School's research mission of publishing in highly regarded international, peer-reviewed academic journals and other relevant outlets, and by attracting research funding.
- **Teaching, Learning and Student Experience:** To provide high-quality teaching to students including curriculum and course design, preparation and delivery of lectures, tutorials, project supervision and general examination and other teaching, learning and assessment responsibilities including pastoral care. The Established Professor will contribute to the School's undergraduate programmes (e.g., the Bachelor of Commerce, Bachelor of Commerce Global Experience, Bachelor of Commerce International (Spanish, French, and German), as well as relevant postgraduate programmes. The Professor will enhance further the School's innovative and entrepreneurial approach to students' learning experiences.
- **Contribution and Service:** To participate in academic administration at Discipline, School, College and University levels as part of the contribution to the University. To engage with the wider community regionally, nationally and internationally from a civic, economic, social and cultural perspective as a contribution to the life of the University. The Professor is expected to expand the School's impact and to identify opportunities in which the School's research and expertise may be leveraged for the benefit of the public good.
- **External Engagement and Internationalisation:** To engage in internationalisation activities to diversify further the student body. To enhance the global experience and work-based learning opportunities for undergraduate and postgraduate student cohorts. To support the School's engagement with alumni, external stakeholders and corporate partners and leverage these relationships to advance programme development and student learning.

The postholder may be asked to assume positions of responsibility within the University, for an agreed term during the period of appointment. The postholder shall carry out these duties under the direction of the Head of the School or of an authorised senior member of the staff of the School.

The postholder shall be a member of College in accordance with University Statutes. The postholder will have the capacity and willingness to act in leadership roles such as Head of School, Head of Discipline or other positions of responsibility within the School, College or University for an agreed term upon or during the period of appointment.

Hours of work are those prescribed under the Public Service Agreement in respect of Academic Staff.



# ELIGIBILITY REQUIREMENTS

## Person Specification

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 Requirements:

- PhD (or equivalent earned qualification) in a relevant discipline.
- Evidence of significant leadership achievements and change management.
- Experience of senior strategic and operational academic planning in a School of Business and/or Economics or equivalent.
- Experience of working and leading programmes of teaching and research in a University.
- Experience of higher education teaching.
- Experience of postgraduate research supervision.
- The capacity to shape the educational programmes of the School.
- A strong research profile and publication record commensurate with the grade of appointment.
- A track record of securing and/or facilitating the securing of major research funding (as defined in the context of the discipline).
- Evidence of developing new and significant research initiatives and leading research projects.
- Evidence of strong interpersonal capability and team success. In particular, clear demonstration of a proven capacity for collegiality.
- Excellent communication skills appropriate to the leadership role. Demonstrated capacity to build relationships and networks and to work with other stakeholders internally and externally.
- Knowledge of the existing profile of the University, College and School, and have clear ideas and plans as to how to contribute to the School's future development.

### Desirable Requirements:

- Experience of national and international higher education planning and management, including business school accreditation.
- Proven record of accomplishment in executive education strategy and teaching.
- A recognised qualification in teaching and learning in higher education.
- Experience of working with interdisciplinary research teams and industry partners on research projects.

# Competency Framework for Established Professorship Role at University of Galway

Academic Excellence	Leadership Excellence	Organisational Excellence
<p><b>Excellence in Research</b></p> <p><i>The Established Professor is a leader in their field and makes a leading contribution to the direction and development of their discipline and body of knowledge through planning and leading sustained research of an exceptional quality, with publication in leading international journals and conferences and in peer reviewed book chapters, books from leading publishers, as appropriate to discipline. They lead others to make the most effective contribution to their discipline and encourage cross-discipline research collaboration.</i></p>	<p><b>Personal Effectiveness</b></p> <p><i>The Established Professor is passionate and enthusiastic about the discipline/school and is committed to making their best personal contribution through employing exceptional planning and organising, communication and decision-making skills to achieve ambitious goals for their discipline/school and to meet the changing demands of the Professorship role.</i></p>	<p><b>Thinking Strategically</b></p> <p><i>The Established Professor is responsible for taking a leading role in developing and implementing a strategic approach to the development of the discipline/school. They are aware of the wider environment, has the ability to think strategically and to devise and implement changes in line with their strategy. They should show leadership and support to the implementation and ongoing strategic development within their discipline, school, college.</i></p>
<p><b>Excellence in Teaching</b></p> <p><i>The Established Professor oversees the development of, and participates in, delivering teaching programmes which engage and inspire students at all levels and ensures a strong focus on quality teaching and on the continuous review and development of teaching skills and methodologies in the discipline. This would also include substantive and successful innovations in curriculum design and delivery, leadership roles in the initiation and completion of major teaching and learning innovations, with significant impact recognised internationally.</i></p>	<p><b>Leading and Managing Others</b></p> <p><i>The Established Professor oversees the development of, and participates in, delivering teaching programmes which engage and inspire students at all levels and ensures a strong focus on quality teaching and on the continuous review and development of teaching skills and methodologies in the discipline. This would also include substantive and successful innovations in curriculum design and delivery, leadership roles in the initiation and completion of major teaching and learning innovations, with significant impact recognised internationally.</i></p>	<p><b>Collegiate and Community Contribution</b></p> <p><i>The Established Professor will demonstrate exceptional and sustained achievement in enhancing the university community, delivering transformation results that advance international best practice and support the achievement of international recognition. They value and work to instil a collegiate approach not only within their discipline / school and the University, but across the wider external community. They will show exceptional and sustained commitment to enhancing the University community.</i></p>