



UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Arts & Culture Officer

Office of the Vice President for
Global Engagement

Fixed Term Whole Time Post
(duration 5 years)

Contents

Welcome from the President

About UCC

UCC Facts

Organogram

Information on Unit

Job Description

How To Apply

Equal Opportunities Statement

UCC Graduate Attributes Programme

About Cork





Welcome from the President

Many thanks for your interest in a career at University College Cork (UCC).

UCC is one of Ireland's oldest institutions of higher education, and our historic campus is situated in a global tourist destination, serving a community that is both local and global. In 2022 UCC was ranked 62nd in the world for impact by the Times Higher Education Impact Rankings and has been named Sunday Times Irish University of the Year a record breaking five times. In 2010, UCC was the university worldwide to receive the Green Campus award, and we still proudly fly our Green Flag over the magnificent quad following continued successful renewals. UCC has held a top ten place in the UI GreenMetric World University Rankings since 2010 and is now ranked 8th in the world for sustainability. UCC has held a bronze Athena SWAN award since 2016, and 13 Schools, Departments and Centres hold departmental-level awards at bronze level.

UCC is the leading Irish University for Industry collaboration and is the leading Irish university for seeking and securing investment in Research and Development. Several leading Irish Research Centres and Institutes are based in UCC including Tyndall National Institute, APC Microbiome Ireland, Environmental Research Institute (ERI), and the Centre for Marine Renewable Energy Ireland (MaREI).

UCC is the top university in Ireland for Graduate Employability (Sunday Times League Table) and our alumni excel in every walk of life across the world. Our true strength lies in the people who work and study here and UCC's student body of almost 23,000 includes over 3,500 international students from more than 100 countries across all continents. Of the almost 3,000 professionals employed at UCC, over one third of academic staff have come from overseas. UCC is a university of inclusion, and the diversity of our staff and students is key to realising our mission to "create, understand and share knowledge and apply it for the good of all." As we build on our 175-year history and work to secure our future, we remain a student-centred, connected university, committed to sustainability, community and international engagement and to equality, diversity and inclusion.

This briefing pack contains information which I hope will be useful and informative should you be selected to attend for interview here in Cork. I trust that your experience of our recruitment process will be a positive one and I thank you, again, for considering a career at University College Cork.

Best wishes,

Professor John O'Halloran - President



About UCC

University College Cork (UCC) is an internationally renowned university where excellence in teaching and research is aligned with an inclusive and respectful environment, where all staff and students can flourish and thrive.

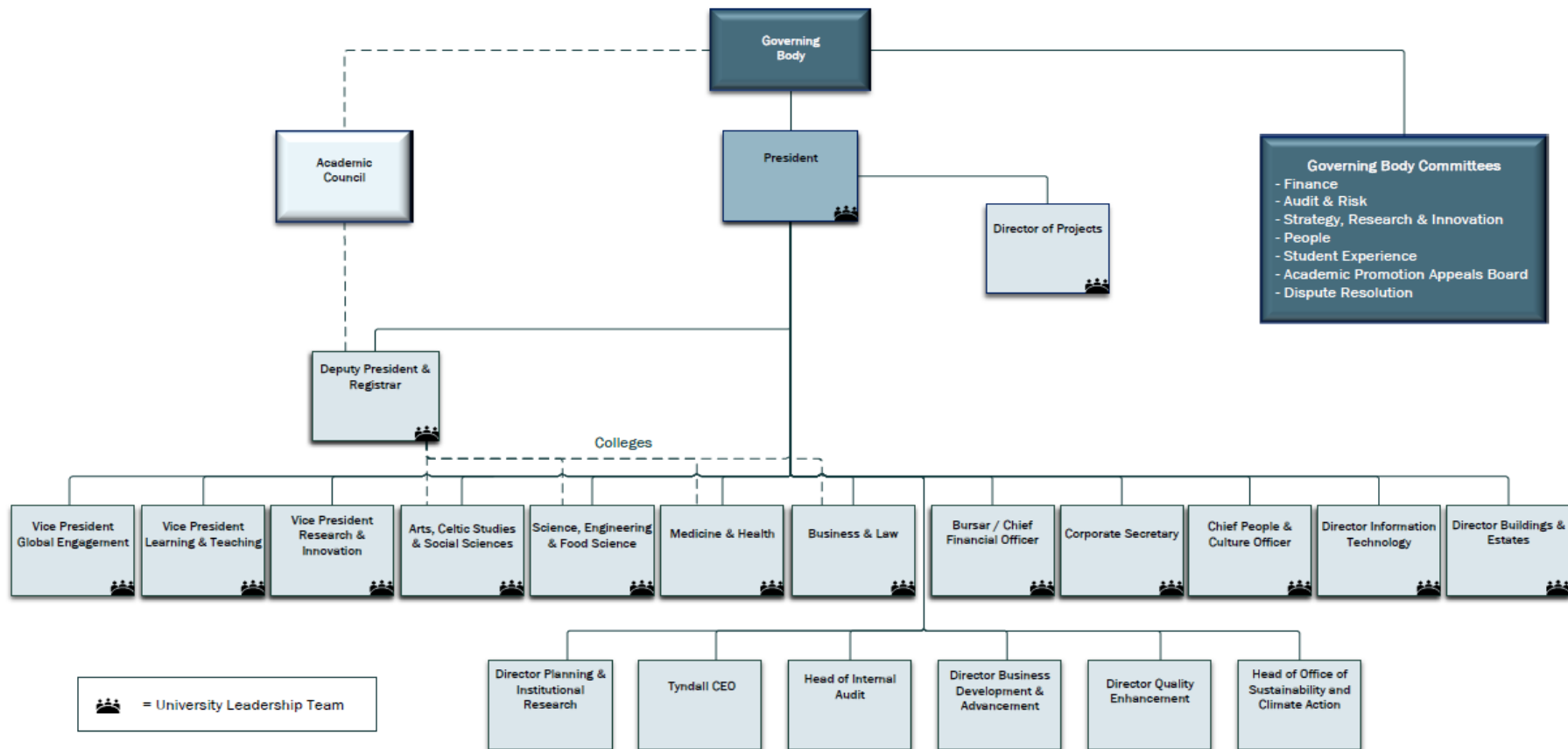
Founded in 1845, UCC is a comprehensive research-intensive institution comprising four academic Colleges, delivering a rich tradition of collaborative teaching, research and scholarship that has true global impact.



UCC Facts



Organogram





Arts & Culture at University College Cork

As a leading research university, UCC is committed to creativity, innovation, and collaborative practice across all disciplines. Creativity is the spark that ignites our research, teaching, and learning to generate and share new and valuable knowledge. The excitement of discovery in the field, laboratory, lecture theatre, gallery, library and performance space is a source of enrichment for our students, our staff, and for society. This commitment to creative exploration lies at the heart of UCC's inaugural Arts and Culture Plan.

This plan will harness and activate the University's extensive cultural, artistic, heritage and creative assets and skills. It will engage students and staff in advancing our teaching, learning and practice to establish UCC as one of the most forward-looking places of cultural research and creative risk-taking in the world. It will support our people to realise their creative ambitions across multiple disciplines; and it will position UCC to deliver ever more enhanced practice in community cultural engagement, transdisciplinarity and connectivity.

Office of the Vice-President for Global Engagement

The newly established Office of the Vice President Global Engagement provides leadership and strategic direction for the University's global profile, impact and relationships. Responsible for global partnerships, the role aims to foster international relationships that enhance and extend the University's research, teaching and wider engagement. Working with the University Leadership team and key stakeholders the Vice President Global Engagement will lead the development and delivery of the University's Global Engagement Plan, in fulfilment of the University Strategy 2023-2028 Securing our Future, putting in place the systems and approaches that will foster the University's role as an influential global citizen through its students, staff and wider stakeholder network.

The Office of the Vice President currently also has responsibility for the Office of Media and Communications, the Office of Marketing and Brand Impact and UNIC, our European University Alliance, as well as Arts and Culture.

To deliver University Strategy, including the Global Engagement Plan, the Vice President operates in a highly connected way across the University working closely with the four Colleges, the offices of the Deputy President and Registrar, Vice Presidents for Research and Learning and Teaching, Alumni and Development, HR, Finance and OCLA.

Job Description

The post holder will lead out on the strategic ambitions as outlined in UCC's Arts and Culture Plan. Working with the President and the VP Global Engagement and key stakeholders, within and outside of UCC, ensure that the creative power and resourcing of UCC's cultural strengths and assets including its collections, heritage, architecture, creative practitioners, artists, and thinkers are nurtured so that artistic imagination across the university community is cultivated leading to inclusive transdisciplinary and artistic approaches to research and knowledge exchange.

Key Responsibilities of the role

- Engage actively to promote the University's existing cultural/artistic resources and increase audience access to them;
- Work with the University community to identify and gain access to public and private collections of cultural significance which are relevant to the University's teaching and research mission;
- In collaboration with UCC colleagues, identify and lead engagement with significant national projects from which UCC and its students could benefit;
- Collaborate with the Development & Alumni Office to develop, a network of high-value fundraising contacts to support cultural projects in UCC;
- Identify and source funding to support the promotion of cultural resources within UCC and associated academic activities, i.e. exhibitions, events, conferences, publications etc.
- Support engagement with research-based funding initiatives that involve artistic research as well as arts-science, arts-social science, and arts-entrepreneurship collaborative research.
- Work in direct consultation with the University Leadership Team and relevant University committees to identify and develop relevant projects and establish working groups as required to achieve project objectives;
- Prepare and provide production support to project plans, grant applications, donor proposals, exhibition curation, performance events, publications and media materials associated with this role as necessary;
- Establish strategic partnerships between UCC and international networks and other relevant organisations in the promotion of artistic and cultural initiatives which are of benefit to UCC including teaching and learning, research, and artistic production initiatives;
- Prepare regular reports for the University Leadership Team, to include a rolling project/work schedule and to agree priorities in line with the University strategic plan or annual plan;
- Undertake other duties appropriate to this post as requested by the Vice President Global Engagement and the President

Health & Safety: In addition to the statutory safety duties of all employees (as prescribed in safety legislation and the relevant local safety statement) each staff member is responsible for:

- Discharging any safety functions delegated to them by their Head of College \ School \ Department \ Centre \ Unit, in relation to the areas/ activities under their control
- Co-operating and assisting the University and the Head of College \ School \ Department \ Centre \ Unit in the discharge of their statutory safety responsibilities
- Ensuring that all work under their control, is undertaken safely and without risk to health and complies with the provision of all relevant statutory legislation

Note: *As the university continues to expand and evolve, it is likely that flexibility in regard to the allocation of specific duties will be necessary. Accordingly, 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

The successful candidate will be expected to have:

Essential Criteria

1. Undergraduate degree together with at least 10 years' experience in the creative arts or cultural management
2. Experience in building and maintaining an effective network of relationships and securing support from government and other organisations
3. Track record in project leadership and delivery
4. Action-oriented and solution-focused with excellent collaborative abilities
5. A track record of being a self-starter and working on one's own initiative
6. Excellent advocacy and influencing skills, with the diplomatic skills to work with a wide variety of internal and external stakeholders
7. Excellent verbal and written communication skills
8. Highly organised with the capacity to balance a multitude of projects and tasks, many with critical time constraints
9. Highly flexible
10. Forward thinking and innovative, with superior research capabilities and problem-solving skills

Desirable Criteria

11. Postgraduate qualification
12. Evidence of Lean/Six Sigma expertise and application

Candidates are requested to make a personal assessment of these criteria against their own qualifications, skills and abilities to assess whether they should apply for the post

Please note: Candidates who do not demonstrate that they meet the criteria as detailed above will not be short listed.

The University, at its discretion, may undertake to make an additional appointment(s) from this competition following the conclusion of the process.

The University has determined a set of competencies which are a requirement for this post

CONDITIONS OF EMPLOYMENT

Salary: Admin I (Grade 7) Salary Scale: €77,404 - €101,965 (Scale B) / €74,741 - €96,865 (Scale A)

Salary placement on appointment will be in accordance with public sector pay policy.

** As required by public pay policy for the higher education sector, new appointments to a direct entry recruitment grade will generally be at the minimum (1st point) of the relevant scale.*

For existing public servants, the restriction to the first point on scale may be varied where a person is appointed to the same or an analogous grade, role or position as their previous public service employment.

The rate of remuneration for all appointments may be adjusted from time to time in line with government policy

The **working hours** for administrative staff are 35 hours per week with normal hours of duty from 9.00am to 5.00pm Monday to Friday, with 1 hour for lunch break.

Due to the nature and seniority of the post, however, it may be necessary to extend and vary these hours from time to time in order to meet the exigencies of the post.

Annual Leave will be 30 days per annum. This leave is exclusive of public holidays and Good Friday. The leave year commences on 1 July annually and four days annual leave must be held for the Christmas closure period.

Sick Leave: Sick leave will be granted in line with University policy in this regard which may change from time to time. You should familiarise yourself with the University Sick Leave Policy and University Sick Leave Management Policy.

The **tenure** of the post is **fixed term whole time**, based on the following provisions:

- a) A probationary period of twelve months shall apply from commencement of employment in the post during which the contract of employment may be terminated by either party in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2001. The probationary period may be extended at the discretion of the University.
- b) Except in circumstances of gross misconduct justifying immediate dismissal, the appointee will receive one month's notice of termination of employment, or, if greater, such notice as is provided for in a minimum notice in terms of Employment Act, 1973.
- c) The appointee is required to give three month's notice of termination of employment.

Pension: The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 established the Single Public Service Pension Scheme. In general, anyone taking up pensionable public service employment on or after 1 January 2013 is a member of the Single Scheme. The Act provides that most members of the Single Scheme have a minimum pension age consistent with the age of eligibility for the State Pension (Contributory) and a compulsory retirement age of 70. A member of this group is generally referred to as a "Single Scheme member". However, applicants who have previously worked in a pensionable post (non -Single Scheme terms) in the Irish Civil/Public service, may be offered membership of the UCC Pension scheme. The normal retirement date in this scheme is age 65. A compulsory retirement date of 70 may apply depending on date of first employment in the Irish Civil/Public service. The relevant pension scheme will be confirmed to the successful applicant on completion of the Pensions Declaration form prior to taking up employment.

Applicants that have previously availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Queries should be directed to an applicant's former Civil/Public Service Employer in the first instance. Applicants who are in receipt of an ill-health pension from an Irish Civil/Public Service body are required to declare that they are in receipt of such a pension.

Pension Abatement: If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012. Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application or an abatement waiver in respect of appointments to this position

Additional dependants' benefits can be provided by membership of the **Supplementary Life Assurance Scheme**. You will be automatically included as a member of the scheme on commencement of your employment but you may elect to opt out of the scheme at any stage. The current membership rate is 0.26% of your salary.

Membership of the **Group Personal Accident Scheme** shall apply to all employees, subject to individual acceptance by the Insurance Company. The salary quoted is subject to a deduction from salary at the rate of .06%.

The UCC **Income Continuance Plan** (ICP) provides a source of income in the event of long or short-term temporary disability. As part of your contract of employment you will be **automatically** included in the ICP with effect from the same date provided you have not previously opted out of the plan or you have been declined for cover under previous contracts of employment with UCC. The cost of membership of the plan will be deducted from your salary. The current membership rate is 1.05% of your salary.

The **Pay Related Social Insurance Class A1** rate of Pay Related Social Insurance (PRSI) applies to the post.

Voluntary Health Insurance: A VHI/Laya/ Aviva Health/ HSA/GloHealth group scheme is in operation and contribution may be deducted from salary, with effect from the Scheme's renewal date (May of each year).

Additional benefits: We offer progressive employment and training policies including opportunities for further studies. Staff can avail of membership of a variety of clubs and societies and a wide range of facilities on campus, including a leisure centre.

As an equal opportunities employer we offer a comprehensive suite of flexible working and family friendly initiatives. A list of such initiatives is available on our [webpage](#).

UCC welcomes applications from non-EEA citizens. However, regulations regarding employment permits are set by the [Department of Enterprise Trade and Employment](#) and must be strictly adhered to. An offer of appointment to Non-EEA candidates **is subject to the granting of a Work Permit** by the Department of Enterprise Trade & Employment.

Candidates are requested to make a personal assessment against their own eligibility as to whether they should apply for this post.

Certificates and Testimonials: These documents should not be sent with the application. Candidates who are selected for interview will be requested to submit the necessary documentation.

References will be sought in relation to all candidates invited to attend for interview.

Shortlisted candidates for posts shall be required to appear before a Board of Assessors._

Shortlisted candidates for posts may be entitled to claim expenses incurred while travelling to, and staying in, Cork. In the event that candidates are entitled to make a claim for reimbursement this will be clearly indicated in the email invitation for interview along with the remit of that entitlement.

A successful candidate will be required to submit a birth certificate, documentary evidence confirming academic qualifications, and to undergo a medical examination. Garda vetting and/or an international police clearance may also be required.

Candidates may be required to produce documentary evidence to support any statements made by them on their application form or any supporting documentation.

Note: Candidates should note that any inaccurate information will invalidate their application.





How to Apply

Applications must be submitted online via the University College Cork vacancy portal (<https://ore.ucc.ie/>). Queries relating to the online application process should be referred to recruitment@ucc.ie, quoting the job-title.

Informal enquiries can be made in confidence to Professor Ursula Kilkelly, VP Global Engagement, email: u.kilkelly@ucc.ie

Candidates should apply, in confidence, **before 12noon (Irish Local Time) on 12th September 2023**

Please be advised no late applications will be accepted.

Former Irish Public Service employees - Certain Restrictions on Eligibility

Eligibility to apply for a position may be affected where applicants were formerly employed by an Irish Public Sector body and previously availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme including:

- Collective Agreement: Redundancy Payments to Public Servants
- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Equal Opportunities Statement

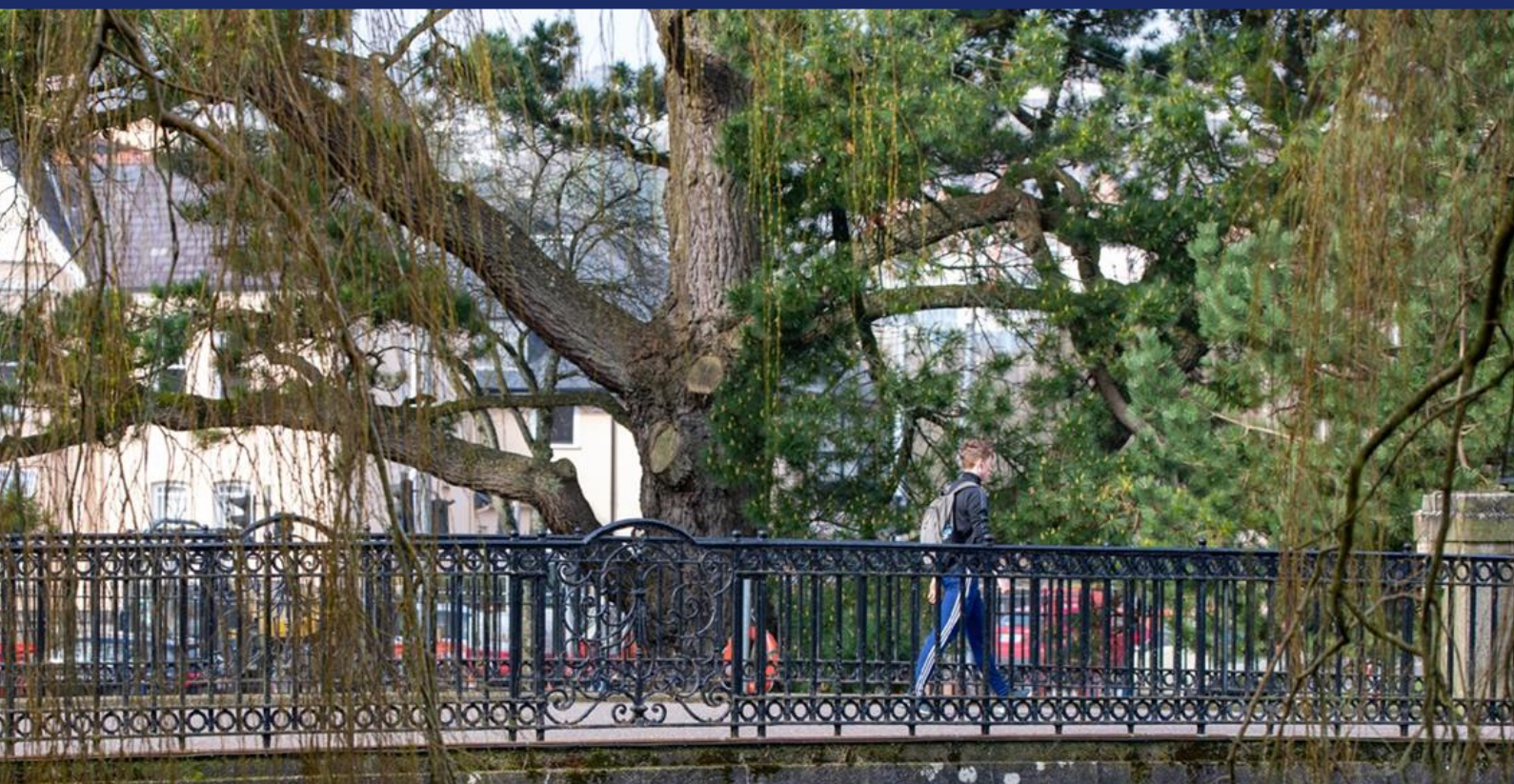
University College Cork is committed to being a fully inclusive global university which actively recruits, supports and retains colleagues from all sectors of society. Equality, Diversity and Inclusion (EDI) are core values under our **UCC2022 Strategic Plan**. UCC holds a **Bronze Athena SWAN** award in recognition of our commitment to advancing equality in higher education. We value diversity as well as celebrate, support and thrive on the contributions of all our employees and the communities they represent. We are proud to be an equal opportunities employer and encourage applications from everybody, regardless of age, care-giving status, disability, ethnicity, gender and/or gender identity or expression status, nationality, marital status/civil partnership, pregnancy and maternity, race, religion/creed, and/or sexual orientation. We are committed to supporting all staff through flexible working schemes, family-friendly policies, training and development, and staff networks. We value the enrichment that comes from a diverse community and seek to promote equality, prevent discrimination and protect the human rights of each individual in line with equality legislation. We encourage applicants to consult our **Dignity and Respect Policy** and learn more about our **EDI related initiatives**.

University College Cork is an equal opportunities employer. We encourage you to reach out to us directly should you require assistance or reasonable accommodation during the recruitment process.

UCC Graduate Attributes Programme

The Graduate Attributes Programme (GAP) is an integral part of our Connected University Strategy and is enabling the UCC community to write this chapter of our story, together. It is a transformative student-centric programme with the overarching objective of optimising the student journey and preparing our students to live, lead and learn in a shared, co-created future.

Further information on the UCC Graduate Attributes Programme can be found on: <https://www.ucc.ie/en/graduateattributes/>





About Cork

Recently identified as one of the top ten city destinations by the Lonely Planet guide, Cork is a place not just to visit, but to live and to learn; offering a quality of life and an academic and cultural experience. Cork is a UNESCO designated learning city where education and lifelong learning serve to reduce inequalities and improve social inclusion.

Cork city has a population of some 150,000, with a further 100,000 in its hinterland. Further details can be found at <https://www.wearecork.ie/live/>

Further information with regards to living and working in Cork & UCC can be found at <https://www.ucc.ie/en/hr/recruitment/>

