



# UCC

University College Cork, Ireland  
Coláiste na hOllscoile Corcaigh

## **HR Advisor (UCC Futures/ Cluster Recruitment)**

Human Resources

Specified Purpose Whole Time Post  
(anticipated duration 6 months)



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# 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. Our historic campus is situated in a UNESCO Learning City and global tourist destination, and serves a community that is both local and global. In 2021, UCC was ranked 8th 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 first third level education institution 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 9th in the world for sustainability. UCC has held a bronze Athena SWAN award since 2016, and nine Schools and Departments 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) and ISS21.

UCC is the top higher institution in Ireland for Graduate Employability 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 4,000 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





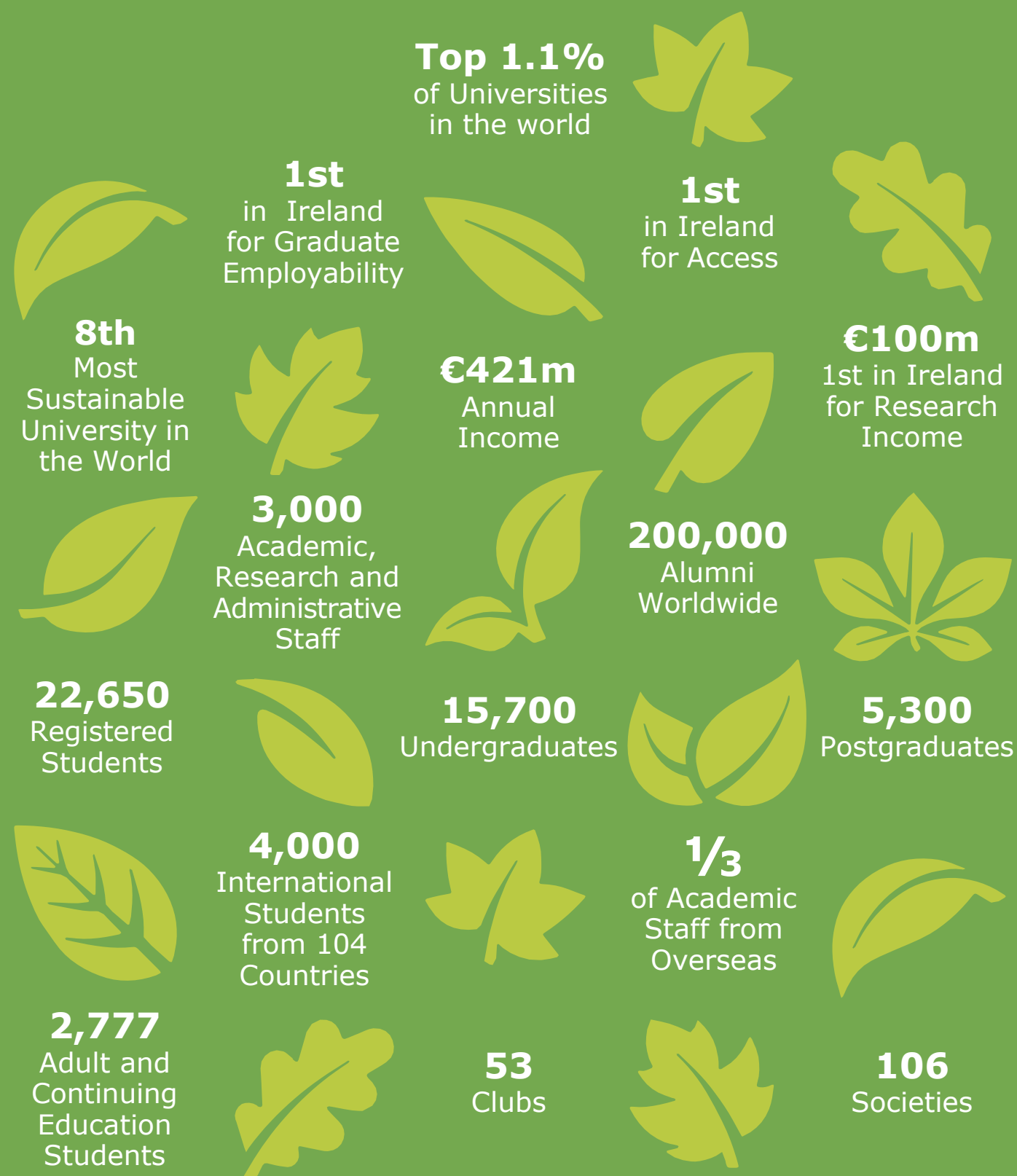
# About UCC

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.

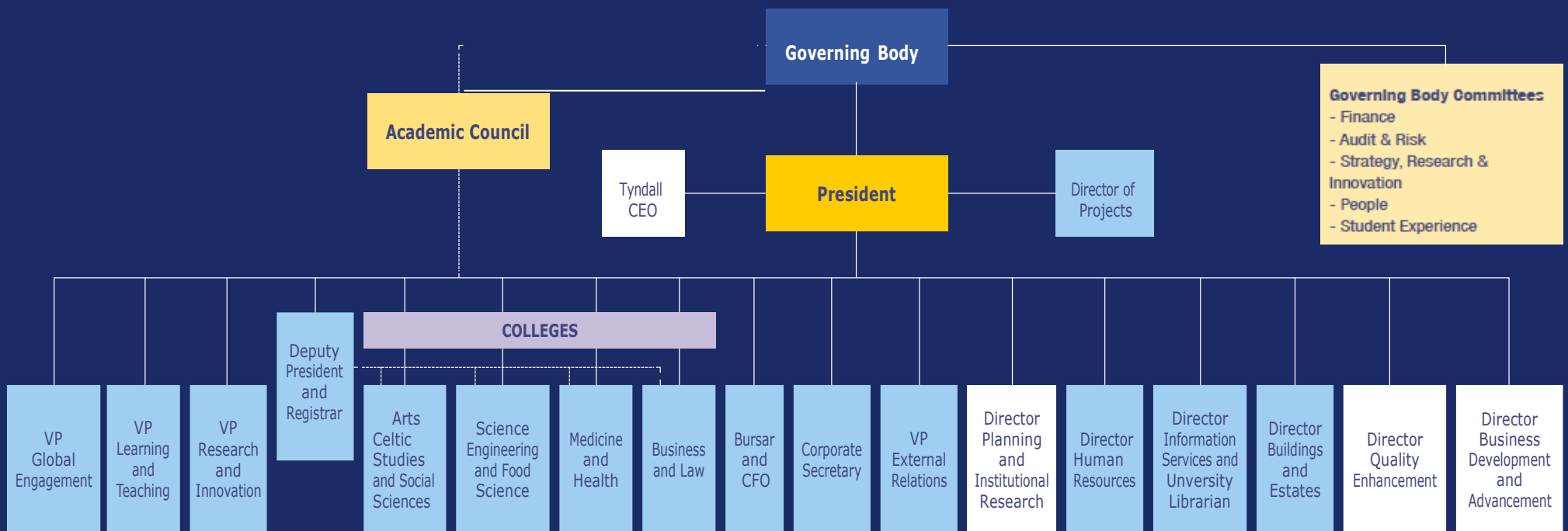
Founded in 1845, UCC is a comprehensive research-intensive institution comprising four academic Colleges, delivering a rich tradition of collaborative teaching, research and scholarship that has true global impact.



# UCC Facts



# Organogram



■ Member of University Management Team





# Information on the Department of Human Resources

The Human Resources (HR) Department is comprised of 40 members of staff and is sub divided into the following sections.

## *HR Business*

HR business is the central pillar for the provision of Human Resource expertise, support and advice to the University. It provides the primary point of contact for HR within the relevant College/Support Function, providing strategic HR support to business units within the University and acting as the interface between the Colleges/Support function and the Human Resources Department.

## *Central Services*

HR Central Services ('HRCS') has responsibility for the management and administration of all Recruitment, Employment Contracts and Leave Management. The University Switchboard also currently reports to the Manager Central Services. HRCS provides a high quality, agile, efficient, accurate and timely HR service to all stakeholders and supports the effective implementation of all UCC HR policies, practices and University initiatives relating to the employee life cycle.

## *Employee Relations*

Employee Relations deals with industrial relations issues/dispute resolution, University-wide issues, national agreements, redundancies, employment legislation, issues regarding terms and conditions and compliance. Management negotiators in the public sector in particular are constrained because of potential knock-on costs throughout the sector and wider public service. Many disputes in the University, whether they have major national implications or are non-routine local issues, relate to some degree to government pay and human resources policy.

## *HR Information Systems*

HR Information Systems (HRIS) has responsibility for the management of the digital services that underpin the HR Strategy, consistent with the University strategic goals and objectives.

HRIS ensure that the HR and Payroll processes, systems and data are further developed to provide UCC with the digital services required in a modern University. HRIS have overall responsibility for all University HR reporting and play a leading role in designing and implementing a CoreHR road map focusing on automating HR and Payroll business processes to capture and deliver quality data as required.

#### *HR Pensions*

HR Pensions has responsibility for the management of all University Pension Schemes including the UCC Statutory Pension Scheme, the UCC Model Pension Scheme and the Single Public Sector Pension Scheme with a totality of active membership across all schemes of in excess of 3,200 individuals. In addition to the management of benefits of active scheme members the pensions team also manages benefits in respect of 1,000 retired staff members and former University employees maintaining an entitlement to benefit under a UCC scheme.

#### *HR Strategy and Organisational Development*

Operating within the broader Human Resource Team the HR Strategy and Organisation Development function has responsibility for Human Resource strategic planning and for developing, implementing and evaluating University wide organisation design and organisation development systems and initiatives. The function is delivered through internal and external stakeholder response and the benchmarking and researching of emerging and best practices both nationally and internationally.

#### *Staff Development and Welfare*

Staff Development and Welfare covers a number of broad areas relating to staff development and staff welfare. We produce an annual schedule of development opportunities responding to training needs identified through the Performance and Development Review System, the University's Strategic and Annual Operational Plans and in response to national and international developments. Some training initiatives are organised by staff category while other initiatives target stages in the employee life cycle, i.e. orientation, career management, preparation for retirement. We provide development opportunities to all staff, irrespective of contract status or hours of work. The full programme can be viewed at <https://www.ucc.ie/en/hr/wellbeingdevelopment/training/>. Details of individual events are provided to staff on-line, via the HR webpages and upcoming courses are routinely via email. Records of training activity are captured by individual through the University's Human Resource Information System (HRIS).

#### *HR Research*

Research staff comprise one third of UCC's total cohort of staff. HR Research provides support in the following areas:

- Personal & Professional Development of Research Staff
- UCC Career Management Structure for Research Staff
- Recruitment
- Contract Management
- Salary Administration

UCC is committed to the EC Charter and Code for Researchers and in 2013 UCC was awarded the HR Excellence in Research Award. In addition to increasing the international profile of the University the award recognizes the progress that has been made in support of researchers here in UCC. It supports our researchers in their proposals to attract international funding whilst promoting UCC as providing a favorable working environment for researchers.

Further information on the department and on University Human Resource policy and procedure can be accessed via the Department of Human Resources webpage:

<https://www.ucc.ie/en/hr/>.



# UCC Futures

University College Cork (UCC) is committed to continually strengthening its research and academic excellence. This includes the enhancement of research, the support of innovation and the translation of research to tangible solutions to address emerging societal needs and global grand challenges, to secure a better future for all.

In line with this vision, **UCC Futures** is an ambitious programme of academic recruitment across ten interdisciplinary and transdisciplinary research areas of thematic synergy, namely: Future Humanities, Sustainability, Future Medicines, Children, Future Pharmaceuticals, Food, Microbiome & Health, Future Ageing & Brain Science, Future Quantum & Photonics, Artificial Intelligence & Data Analytics, and Collective Social Futures. These areas will secure a foundation for economic, societal and cultural resilience and prosperity across the lifespan.

To facilitate the ambitions of the University – to attract, retain and develop talented individuals who mine the frontiers of curiosity and inquiry at the intersection of disciplines, **UCC Futures** consolidates talent and potential, supporting delivery of superior quality in research and scholarship and its translation to tangible impact.

For further information please see:

<https://ucc.ie/en/futures/>





# Job Description

Collaborating with colleagues across the University and throughout the business the HR Advisor (*UCC Futures/Cluster Recruitment*) will directly contribute to UCC delivering on its purpose of continually strengthening the University's research and academic excellence. Reporting to the HR Business Manager (Central Services) and working with the HR Managers, the HR Advisor (*UCC Futures/Cluster Recruitment*) will be the lead for positions recruited under any *UCC Futures*/cluster hire initiative through the provision of a high quality, efficient, accurate and timely service in the HR function in a complex and changing HR landscape. The HR Advisor (*UCC Futures/Cluster Recruitment*) shall support the work of the HR Managers and the effective implementation of all UCC HR policies, practices and University initiatives to manage the cluster hire for UCC Futures as well as other recruitment campaigns as required. The HR Advisor (*UCC Futures/Cluster Recruitment*) will have responsibility for recruitment under the UCC Futures initiative in the first instance ensuring that underlying policies and procedures support the Universities strategic research ambitions and attracts high performing academics with global impact.

## Key Accountabilities:

- In conjunction with the HR Managers, provide professional advice, guidance and support to Heads of Departments/Schools/Colleges/Central Units, Managers and Staff on *UCC Futures*/cluster recruitment, contracts of employment, relevant employment legislation, standard terms and conditions of service and approved HR policies and procedures.
- Support the relevant Heads of Colleges/Schools/Departments/Central Units on the initial stages of the *UCC Futures*/cluster recruitment process in terms of advising on required selection committee membership, advising on the process for nominating external assessors and supporting the drafting of person specifications/particulars of post. Provide information on *UCC Futures*/cluster recruitment plans to ensure effective processing of such decisions.
- Provide Management Information to Heads of Departments/Schools/Colleges/Central Services and Managers as required and carry out analysis of data for the purposes of supporting HR planning locally.
- Support the development of *UCC Futures*/cluster recruitment staffing plans, monitoring headcount and other related HR metrics with the relevant HR Manager.
- Liaise with the Finance Office (Management Accounting) on financial matters relating to *UCC Futures*/cluster recruitment staffing proposals and annual budget builds).
- Manage and implement *UCC Futures*/cluster recruitment contract decisions as agreed with Heads of Departments/Schools/Colleges/Central Units and HR Managers to ensure HR actions are carried out in a timely manner.
- Participate in the development and updating of contracts of employment in conjunction with the wider HR team as required in line with employment legislation.
- Develop guidelines specific to *UCC Futures*/cluster recruitment on the hiring of staff, contracts of employment, staff renewals and procedures for contracts with the wider HR Team.



- Advise and support Heads of College/School/Departments/Central Units, managers on recruitment and selection procedures and processes generally and specifically in relation to *UCC Futures*/cluster recruitment.
- Participate and advise on employee issues as they relate to *UCC Futures*/cluster recruitment as required in conjunction with the HR Managers and the Employee Relations section.
- Contribute to the review of HR policies and procedures as part of the wider HR Team to support the continuous improvement of the HR function.
- Participate as a member of the wider HR Team in the design and delivery of HR projects.
- Ensure compliance with GDPR and other data protection regulations and update employee records with new hire information as required.
- Deputise for the HR Business Manager (Central Services) as required.
- Together with the HR Manager, Central Services play a lead role in the development of a seamless HR operations function and driving process reengineering initiatives.
- While the HR Advisor (*UCC Futures*/Cluster Recruitment) is primarily the lead for positions recruited under any *UCC Futures*/cluster hire initiative, it is expected that the postholder will work with the HR Business Manager (Central Services) and the wider HR team to support the activity of HR generally and will undertake any additional duties in this regard as assigned.

*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 detailed above is not intended to be exclusive or restrictive, duties may be added or withdrawn but any such alterations will take place within the remit of the head of department/office and after consultation with the appointee.*

## **Key Attributes**

### **1. Planning and Organising**

To ensure that University HR strategy and employment policy is appropriately applied within the Colleges/Support Functions and in a manner that meets local needs and circumstances taking cognisance of the University's position as a single employer. Within the known annual cycle of HR activity and the Colleges/Support Functions HR work plan, assist the HR Business Managers, HR Central Services Co-ordinators and relevant members of the HR team in relation to *UCC Futures*/cluster recruitment planning, prioritising, organising and carrying out the resultant activities.

### **2. Problem Solving and Team Management**

To exercise judgement in relation to identifying, analysing and addressing HR activities in consultation with the HR Business Managers. Provide constructive ideas for improvements in business, professional and operational interfacing processes and procedures that would deliver further efficiencies and service enhancement. Promote a customer focused and service based culture which identifies, communicates and addresses customer needs.



### **3. Decision Making**

Ensure the ongoing development of the HR business service in a proactive manner so that the needs of the University continue to be met. Develop and maintain a relationship with HR colleagues to facilitate the development of HR policy particularly in relation to the employee life cycle and *UCC Futures*/cluster recruitment. To carry out responsibilities in a manner which adheres to agreed service levels and policy standards.

### **4. Key Contacts and Relationships**

The HR Advisor (*UCC Futures*/Cluster Recruitment) will be a key conduit between the Colleges/Support Functions and the HR wider team responsible for delivering on *UCC Futures*/cluster recruitment staffing related aspects of employee life cycle. To perform all duties with discretion, tact, diplomacy and confidentially as required of the position.

### **Selection Criteria**

Decisions at shortlisting and interview will be made on the following criteria:

#### **Essential Criteria**

1. Third level qualification or relevant professional qualification;
2. Minimum of 5 years proven experience in Human Resources, with a minimum of 3 years experience managing high volume recruitment;
3. Experience of Core HR or related HR Management System;
4. Evidence of positive relationship building and networking;
5. Strong interpersonal skills - verbal, presentation and written;
6. Ability to understand and gain insight from sophisticated information and data;
7. Excellent organisational, interpersonal and IT skills (experience of HR & Financial Information Systems would be advantageous);
8. Experience of working to deadlines whilst coping with competing priorities;
9. Excellent written communication skills (in particular report writing), with the ability to write clearly and accurately and to produce work of a high standard;
10. Ability to deal flexibly with a range of different demands ranging over a wide variety of subjects and to prioritise a varied workload;
11. Demonstrable energy, initiative and enthusiasm;
12. Proactive and positive approach to work;
13. Ability to work on own initiative and be responsible for seeing projects through to completion.

#### **Desirable Criteria**

14. Experience in/knowledge of the Irish Public Sector in general and Higher Education Sector in particular;
15. Evidence of Lean/Six Sigma expertise and application

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

**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 after consultation with the post holder.*

*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.*

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

## **KEY DATES FOR APPLICANTS**

Candidates should apply, in confidence, **before 12 noon (Irish Local Time) on Thursday 2nd June 2022**. It is anticipated that virtual interviews will take place week commencing 13<sup>th</sup> June 2022. Appointment to the role will commence as soon as possible thereafter.

## **CONDITIONS OF EMPLOYMENT**

**Salary scale** [new entrants]\*: Admin III: €52,068- €62,166 (Scale B) / €49,576 - €59,156 (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*

**Normal hours of duty** are Monday to Thursday inclusive 9.00 a.m. to 5.30 p.m. and 9.00 a.m. to 5.00 p.m. on Friday, with 60 minutes for lunch daily. 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 29 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 **specific purpose 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 one month's notice of termination of employment.
- d) Under the Public Service Superannuation Act 2004, for all new entrants to the Public Sector on or after April 2004, the normal retirement age is 65. It is no longer possible therefore to retire before age 65.

**Pension:** The appointee will become a member of the Single Public Service Pension scheme, which provides personal retirement benefits as well as benefits for spouses and children. The contribution rate comprises 3% of pensionable remuneration and 3½% of net pensionable remuneration. Tax relief is accrued on these payments.

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](#).

An offer of appointment to a candidate who does not have EU nationality **is subject to the granting of a Work Permit** by the Department of Business, Enterprise & Innovation. The following is a list of employments in respect of which an employment permit shall not be granted

<https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/>

Please note that if you are considering applying for this post you must be able to supply proof



of the right to work in Ireland. If you do not have the right to work in Ireland you would need to obtain a **work permit**. We are obliged by European law to appoint people who are citizens of the European Economic Area (EEA) where possible. Where there is no skills shortage for a particular post, it is highly unlikely that a work permit would be granted.

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.

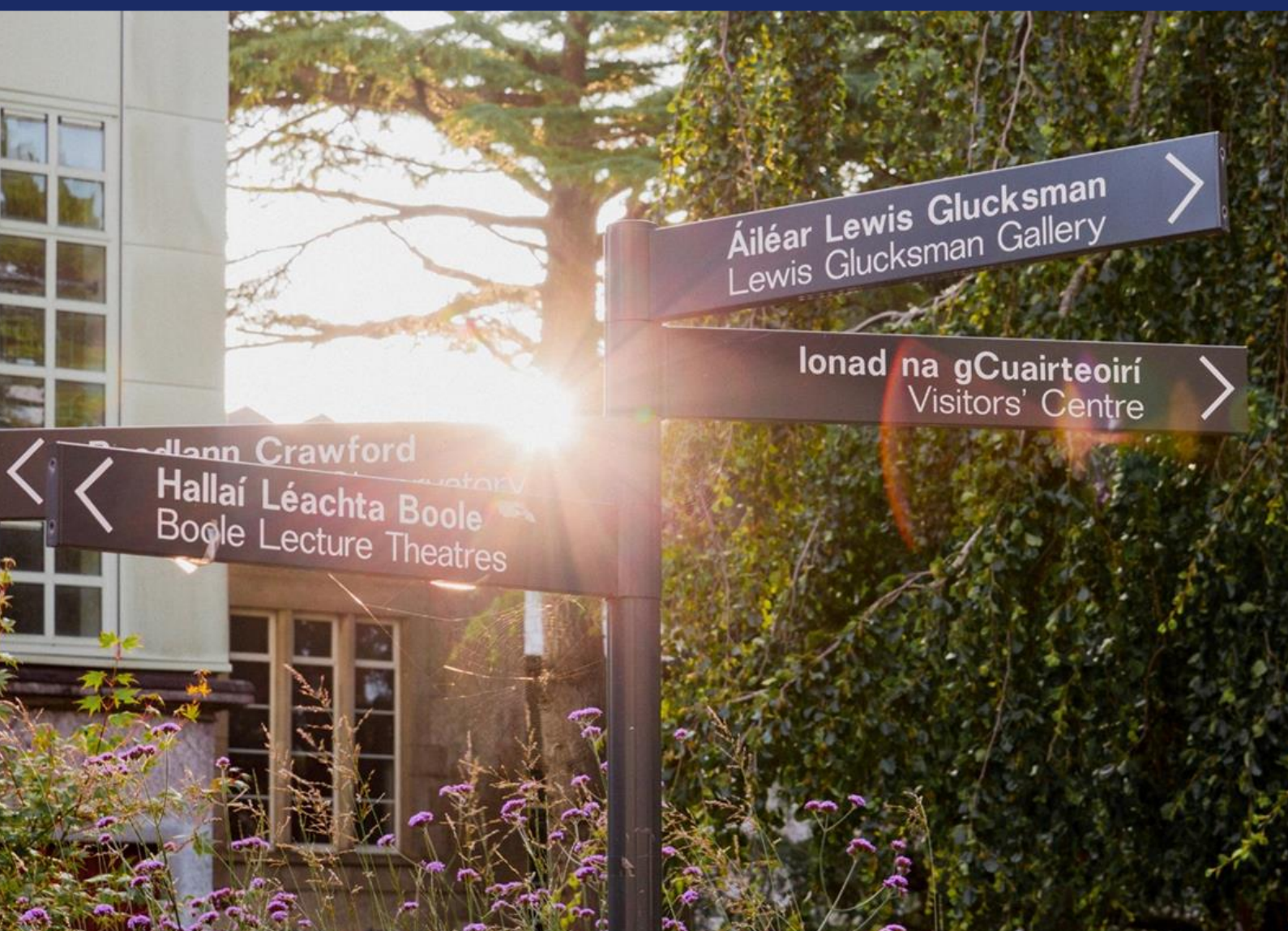
Shortlisted candidates for posts shall be required to appear before a Board of Assessors.

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.

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

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](mailto:recruitment@ucc.ie), quoting the job-title.

Informal enquiries can be made in confidence to Ms. Helena Burns, Office Manager, e-mail: [hburns@ucc.ie](mailto:hburns@ucc.ie). Further information on the Department is available at <https://www.ucc.ie/en/hr/>.

Candidates should apply, in confidence, **before 12noon (Irish Local Time) on Thursday, 2<sup>nd</sup> June 2022**

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.







# 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/>



