



UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Research Support Officer - Data Analyst

INFANT Research Centre

Specific Purpose, Whole-Time Appointment

(23 Months)

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Welcome from the President

Many thanks for your interest in a career at University College Cork, and in joining a dynamic group of talented people working to secure the future of our people and our planet.

UCC is one of Ireland's oldest institutions of higher education, and our historic campus is in the heart of Cork city, in one of Ireland's most scenic regions, with a rich cultural heritage. Ranked in the top 2% of universities globally, UCC serves a community that is both local and global. In 2010, UCC was the first third level education institution in the world to receive the Green Campus award, and today we proudly fly our Green Flag over our Main Quadrangle following continued successful renewals. UCC has held a top ten place in the UI GreenMetric World University Rankings since 2010 and is now ranked 6th in the world for sustainability.

UCC is a comprehensive university providing a broad research-based Connected Curriculum from archaeology to zoology across its undergraduate and postgraduate programmes. UCC is the top Irish Higher Education Institution for graduate employability, and our more than 210,000 alumni excel in every walk of life across the globe. Our true strength lies in the people who work and study here, and UCC's student body of more than 24,000 includes over 4,000 international students from more than 100 countries across all continents. Of the more than 3,500 professionals employed at UCC, over one third of academic staff have come from overseas. UCC is a place of inclusion, and the diversity of our staff and students is key to realising our vision to connect and empower people to create knowledge that shapes a sustainable and inclusive world. UCC has held a bronze Athena SWAN award since 2016, and 17 of our Schools, Departments and Centres hold department-level awards.

With a strong focus on research and innovation, UCC is the leading Irish university for industry collaboration and for securing investment in Research & Development. The *UCC Futures* framework organises our research into thematic areas of excellence supporting the provision of impactful solutions to some of the most important global challenges of our time. UCC is home to several world class Research Centres including Tyndall National Institute, APC Microbiome Ireland and the UCC Sustainability Institute.

As we build on our 175-year history, we remain a student-centred, connected university, committed to attracting and developing talented minds to secure our future.

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



UNIVERSITY COLLEGE CORK, A PLACE OF VALUES TO:

BELIEVE

At UCC our mission is to meet the challenges of our time, together. When you work at University College Cork, you are joining a group of diverse thinkers and innovators committed to a sustainable future for our University, our society and our world. We rely on the collective power of our people working to create and innovate towards a common purpose. As a leading research university our ambition is to cultivate a distinctive research reputation in signature areas of excellence.

As a community of learning, our connected curriculum underpins a relevant, dynamic and inclusive learning experience for our students.

As the world's first Green Flag university, we are proud of our leadership in sustainability and we continue to radically reform our practices and use of space and technology to meet our ambitious sustainability and climate action goals.

BELONG

We are committed to providing a diverse, inclusive and equitable working environment where everyone's contribution is valued and everyone has the potential to shape change and make a difference. We value the unique background, experience, and contribution that each staff member brings to our community and are looking for people who will make a difference. If you believe in our vision and mission and would like to belong to community of people who are working together to make an impact, we would love to hear from you.

BECOME

When you become a member of UCC's community you will be eligible for a wide range of staff benefits and rewards including the following:

- High-quality professional and leadership development opportunities, including UCC-delivered postgraduate qualifications in Learning and Teaching, as well as Professional Practice and Leadership in Higher Education
- Staff fee concessions for undergraduate and postgraduate programmes
- Outstanding sports facilities with subsidised membership for university staff and an active sports and social club and special interest groups
- Access to comprehensive wellbeing supports
- Opportunities to engage with staff within the University community through vibrant on-campus cultural events, networks and seminars
- A University level awards scheme to recognise outstanding achievements

“

Like a flock of starlings, human systems are connected, complex and adaptive, with an extraordinary ability to synchronise with each other. Leadership, in the context of a starling murmuration, is inclusive, distributed, and wholly reliant on effective and multi-directional communication.

”

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





Information on INFANT Research Centre

The INFANT Research Centre was established in 2013 and is dedicated to maternal and child health research. The overarching vision of INFANT is to advance maternal and child health translational research and to place Ireland to the forefront of this field. INFANT is hosted by University College Cork (UCC) and is focused on delivering scientific excellence and impact through a range of activities in academic, translational, and commercial areas. The INFANT team is a diverse group of clinicians and scientists who are supported by selected industry partners, international collaborators and business and regulatory advisors. The Centre is funded by a range of national and international funding agencies, EU, industry, and philanthropy. INFANT has a well-established Clinical Trials Platform which is underpinned by ISO 9001:2015 accredited Quality Management System.

UCC Research

University College Cork (UCC) is a research intensive, student-centric, and future-focused university. It is home to the highest number of the top 1% of the world's most influential researchers among any Irish university and is a national leader in research income generation. Here at UCC we are creating an interdisciplinary environment of research and innovation excellence that inspires, engages, and enables our researchers to deliver holistic, translatable solutions to emerging societal needs and global grand challenges.

Enabling the development of novel interdisciplinary research is a core objective of our Strategic Plan 2023 - 2028 - Securing our Future. In line with our research vision, UCC Futures is an ambitious new programme of research prioritisation, coupled with an innovative academic recruitment strategy, spanning 10 strategically important indicative areas (Future Humanities Institute incorporating the Radical Humanities Laboratory; Children including the INFANT Centre; Future Medicines; Future Pharmaceuticals; Collective Social Futures; Future Ageing & Brain Science; Food Microbiome & Health; the Sustainability Institute; AI & Data Analytics; Quantum & Photonics; the later four building on the strengths of our world-renowned SFI Centres -APC Microbiome Ireland, MaREI, INSIGHT and IPIC respectively). These will foster collaboration across disciplines, schools and Colleges and our flagship Tyndall National Institute, while continuing our deep partnerships with Teagasc, the Health Service Executive and regional food, technology and pharmaceutical industries

At UCC, talented researchers, innovators, and entrepreneurs mine the frontiers of curiosity and inquiry at the very intersection of disciplines, securing our future through research excellence. UCC Futures provides the framework that encourages novel strategic partnership and supports those partners to think differently. This holistic approach integrates disciplines across learning and teaching, research, knowledge exchange and commercialisation. It results in the generation of robust, implementable, and translational solutions of impact and value for society and the planet, the need for which has never been greater.

Translating excellent research to tangible impacts is supported by UCC's development of an innovation culture and entrepreneurial campus that provides students, graduates, and staff with the ecosystem, supports and expertise to create successful new ventures that develop products and services of benefit to society. We are committed to supporting the delivery of equitable and sustainable research within the context of engaged and open practice across the entire UCC research and innovation ecosystem.

For close to 180 years UCC has been a magnet for researchers to come to Cork to seek innovative interdisciplinary synergies that inspires, engages, and enables a better future for all. UCC welcomes researchers who think radically, are inclusive and connect diversity of thought for maximum, sustainable, economic, societal, and cultural resilience, and prosperity.

Role Description

This title will apply to a person of appropriate qualifications e.g., BSc, MSc or PhD employed on a contract for the purpose of supporting a research project, programme, centre or institute. A Research Support Officer will work under the direction of one or more Principal Investigator (s)/ Senior Researcher(s) within a dedicated laboratory on one or more research projects.

KEY DUTIES AND RESPONSIBILITIES

- Cleanse and merge datasets as required
- Develop research databases in REDCap to support the delivery of studies within the ELEVATE Programme – establish development standards, common patterns and APIs that can be leveraged to share data in accordance with data governance
- Work with stakeholders to define interfaces with the Cerner MN-CMS to the REDCap research database
- Work with colleagues to capture and refine requirements for the research database and its interfaces with a Cerebral Palsy Register
- Support the preparation and delivery of workshops using techniques such as Delphi to identify a minimum dataset neonatology, gynaecology and obstetrics for the electronic health record that will better support research into brain injury and Cerebral Palsy
- Develop software specification as required for change requests or integration specifications for the MN-CMS
- Support colleagues in developing requirements for Software Engineers to implement to deliver both the Research database and Cerebral Palsy Register
- Analyse, prepare and create visualisations of datasets that will be used for machine learning
- Undertake exploratory data analysis of datasets, such as linear regressions, correlations
- Run different machine learning techniques such as Random Forest to identify variables in datasets that may be predictive of outcomes
- Contribute to the creation of research papers that further knowledge
- Ensure that project documentation created meets quality standards required of the INFANT Quality Management System
- Maintain regular communication with stakeholders to provide project updates, address concerns, and gather feedback
- Actively seek feedback from the programme's Public and Patient Involvement Panel on research design and communications.
- Prepare and present content that explains your research to groups outside of clinical and research domains to stimulate interest in and understanding of research
- Support EPE champions on your project to prepare and deliver engaging events
- To provide specific research skills to support the on-going development of the research team and to contribute to the transfer of knowledge in the specific research area.
- To undertake research under the direction of a Principal Investigator or Head of Research Centre.
- To provide support in a specific area of expertise, including the use, maintenance and management of research, including equipment.
- To perform a variety of technical duties supporting the research project or programme, as required.
- To draw up detailed technical specifications as required.
- To support research project activities.
- To oversee installation of equipment, where required.
- To assist in setting up and maintenance of equipment, where required.
- To assist PI's and researchers in performing lab work, where required.
- To coordinate lab activity to support the research area/project where required.
- To develop contacts to acquire knowledge and understanding of the research project and research related work.

- To facilitate collaboration by liaising with other research groups within UCC and externally including industry projects.
- To develop and maintain a good working relationship with service departments in UCC.
- To co-ordinate day-to-day work to support the research project.
- To liaise with the Principal Investigator(s) and colleagues on matters relating to the research.
- To develop knowledge and understanding of the research project and research related work.
- To ensure compliance with Health and Safety procedures.
- To perform other duties related to the work described herein.

Additional Duties for Managers/ Heads: In accordance with [UCC Safety Policy](#) it is the duty of responsible persons (Heads of Unit / Executive Managers) to ensure, so far as is reasonably practicable, that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility.

Responsible Persons are responsible and accountable for (non-exhaustive list - All delegated responsibilities are clearly set out under UCC safety policies and local safety statements):

- Proactively managing and conducting occupational health and safety in all areas and activities under their control
- Achieving compliance with University safety policy and the extensive SHWW regulations that govern their work and that of the University employees under their control
- Ensuring, subject to the “so far as is reasonably practical” test defined in the SHWW Act (current edition}, the safety health and welfare of the University employees at work at their various places of work on and off the University campus
- Developing the local safety statement, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work
- Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection
- Consulting and communicating with staff and safety representatives on OSH matters
- Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee
- Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with UCC procedures
- Seeking advice from health and safety professionals where necessary
- Monitoring and reviewing local health and safety performance
- Providing adequate financial and other resources for the above, so far as is reasonably practicable

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

- A graduate qualification in a field or discipline relevant to the area of investigation i.e. BSc, MSc or PhD.
- Experience of working with declarative programming platforms such as REDCAP, Salesforce or ServiceNow – professional certification in a declarative platform is essential
- Knowledge of database design
- Qualification in Data Analysis / ETL / Artificial Intelligence
- Experience of developing high quality specifications
- In depth understanding of software development practices and source control
- Proven ability to plan for, run and document workshops with experts to elicit requirements
- Experience of working with large data sets, in extracting data and combining datasets
- Proven experience of carrying out research in the relevant research speciality.
- Demonstrable achievements in delivering results.
- Ability to interact with stakeholders from a range of disciplines
- Proven ability to work independently and as part of a team.
- Excellent attention to detail.
- Excellent report writing and presentation skills.
- Capability of working effectively within a team to achieve results.
- Excellent organisational and communication skills.
- Strong IT, report writing and organizational skills.
- High level of initiative.

Please note that Garda vetting and international police clearance check may form part of the selection process.

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.

CONDITIONS OF EMPLOYMENT

Salary: €51,000 p.a. Personal Rate

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

Normal hours of duty are 39 hours per week with 60 minutes for lunch daily.

Annual Leave will be 27 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 (for the duration of the award), 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 months' 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 opportunity 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.



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 Dr Eileen O'Herlihy Email: eoherlihy@ucc.ie

For further information on the Department: [INFANT – A research centre focused entirely on pregnancy, birth and early childhood](#)

Candidates should apply, in confidence, **before 12noon (Irish Local Time) on Friday, 27th June 2025**

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 **UCC Strategic Plan 2023-2028**. 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**.

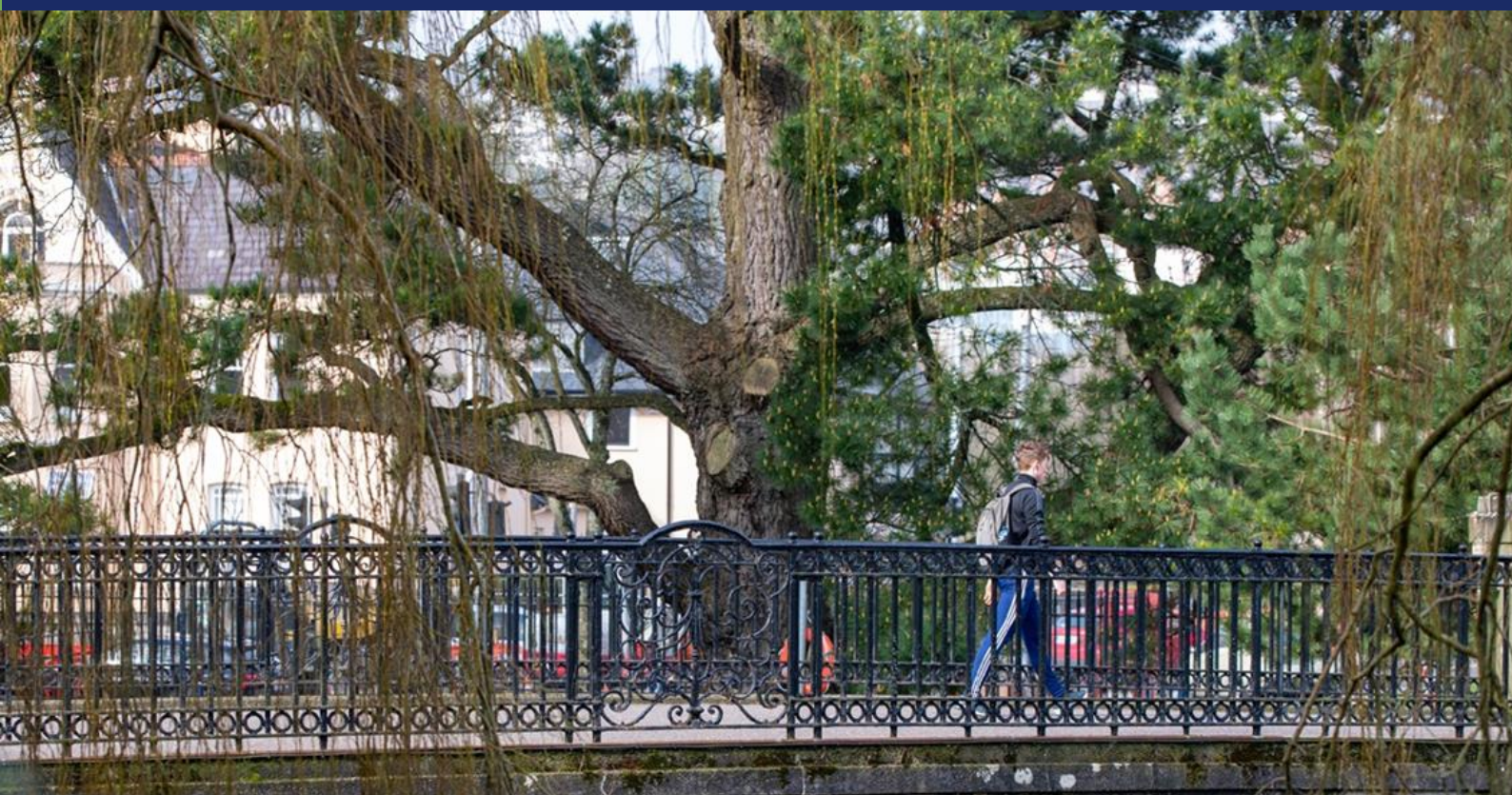
University College Cork is an equal opportunities employer. We encourage you to reach out to us directly should you require assistance or reasonable accommodation during the recruitment process.

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

Ireland's second city, proudly referred to by Corkonians as 'the Real Capital' is a forward-thinking, fast-growing and friendly city and an important business and cultural hub, making it a great place to live and work.

Home to 225,000 people, Cork is a cosmopolitan city set against a backdrop of stunning coastline, countryside and picturesque coastal towns. It is easy to get around and 60% of people in Cork get to work in 30 minutes or less.

Located at the second largest natural harbour in the world Cork is the heartland of Ireland's energy, food, pharmaceutical and ICT industries. Seven out of ten of the world's top pharmaceutical companies and Ireland's top four food companies are located in the province. UCC graduates make a critical contribution to the local talent pipeline that is at the heart of innovation and competitiveness for the region.

Cork is the fastest growing city in the country and has been ranked as one of Europe's top 25 cities of the future.

