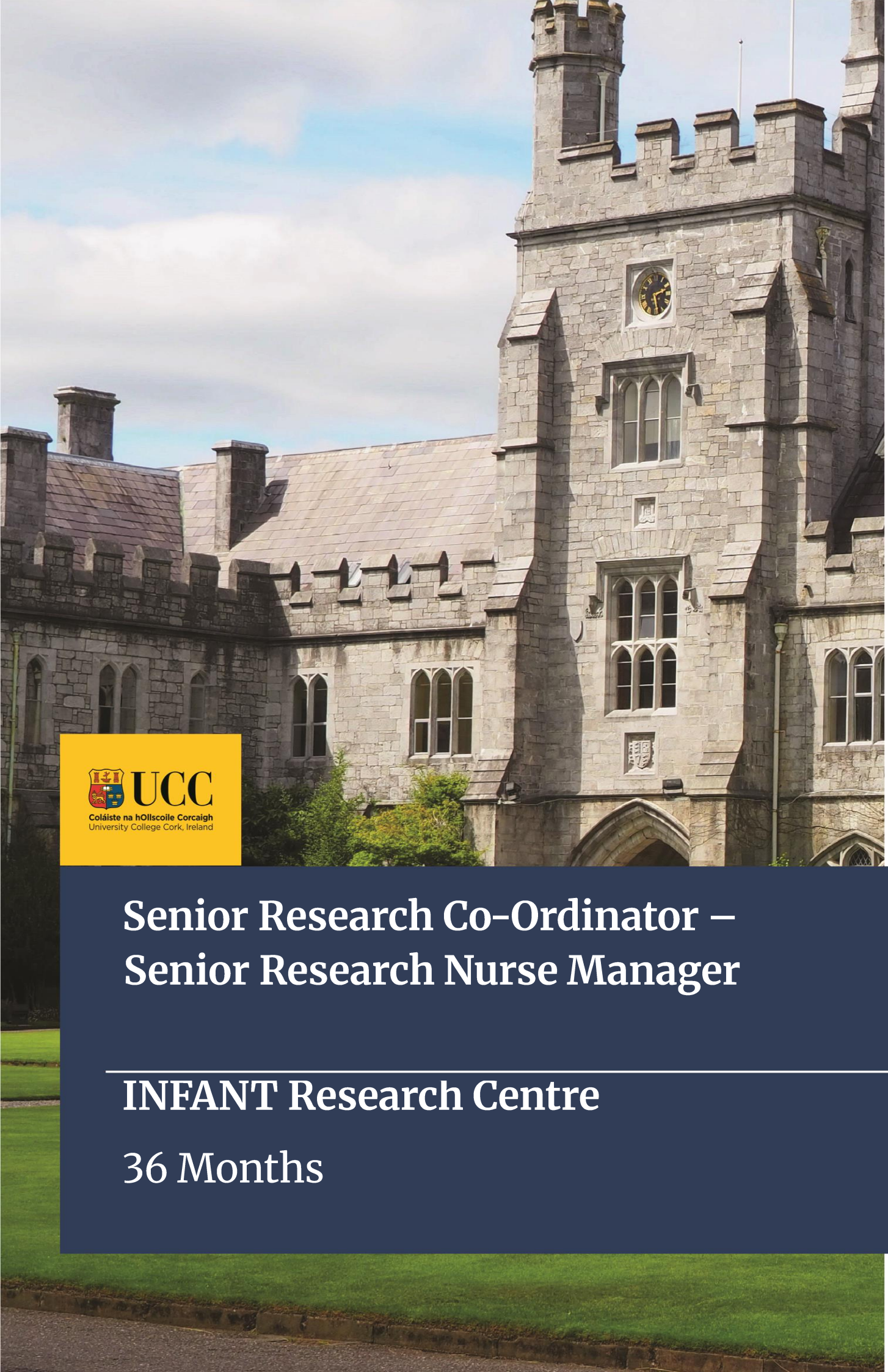

UCC
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Senior Research Co-Ordinator – Senior Research Nurse Manager

INFANT Research Centre

36 Months

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A Welcome from our 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, a vibrant economic hub located in one of Ireland's most scenic regions, with a rich cultural heritage. Ranked in the top 250 universities in the world in the QS Rankings, UCC has a far-reaching impact that extends well beyond its campus. 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 4th 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 220,000 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 26,000 includes over 5,000 international students from more than 120 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 holds a silver Athena SWAN award, 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 and Innovation. 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 180-year histor d 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

UCC, A Place of Values

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 University College Cork

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 - Our Impact

Economic Impact

€3.2 MILLION
Generated everyday for the economy

€1.18 BILLION
Economic impact, supporting more than 21,000 jobs

3RD LARGEST
Employer in Cork

€6 every €1 Invested
Return for every €1 of state investment

21,000
Jobs supported

Talent Capacity Building Mobility Impact

€113 MILLION
Investment in creation & discovery

4 SPIN-OUT
Companies created in 2023

#1

€113 MILLION
Investment in creation & discovery

€10.4 MILLION
Investment in research & innovation by industry partners

Societal & Cultural Impact

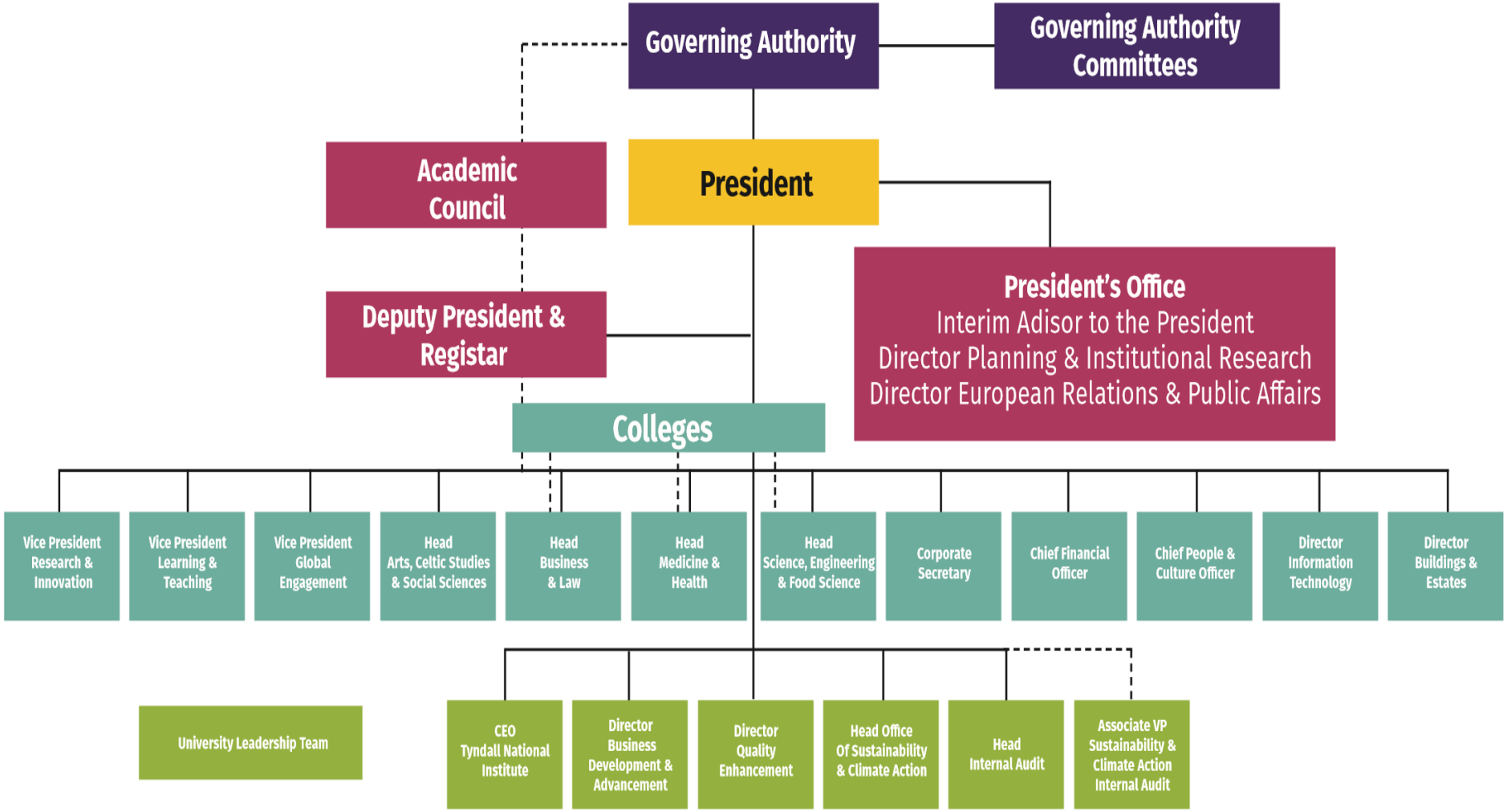
21% Alternative Access
Undergraduate student intake through alternative access pathways.

TOP 30
TOP 30 in the world for its impact and advancement of 5 UN SDGS

7,000 Volunteer hours
Volunteer hours annually by students

119 Student-led societies
Positively impacting student life

Organogram


Governing Authority
Governing Authority Committees
Academic Council
President
President's Office
Interim Adisor to the President
Director Planning & Institutional Research
Director European Relations & Public Affairs
Deputy President & Registar
Colleges
Vice President Research & Innovation
Vice President Learning & Teaching
Vice President Global Engagement
Head Arts, Celtic Studies & Social Sciences
Head Business & Law
Head Medicine & Health
Head Science, Engineering & Food Science
Corporate Secretary
Chief Financial Officer
Chief People & Culture Officer
Director Information Technology
Director Buildings & Estates
University Leadership Team
CEO Tyndall National Institute
Director Business Development & Advancement
Director Quality Enhancement
Head Office Of Sustainability & Climate Action
Head Internal Audit
Associate VP Sustainability & Climate Action Internal Audit

About Hiring Unit

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 at the forefront of this field. INFANT is hosted by University College Cork (UCC) and is focused on delivering scientific excellence and impact through academic, translational and commercial activity. ELEVATE is a Strategic Research Partnership Programme funded by Research Ireland and Philanthropy and focused on prevention, early detection and intervention for early brain injury and cerebral palsy.

Role Description

The Senior Research Nurse Manager will work closely with the INFANT leadership team, INFANT management, and the wider multidisciplinary team to ensure that all nursing, operational, administrative, and compliance functions are delivered in accordance with best practice.

The main duties will be:

- Provide senior nursing leadership across a portfolio of INFANT clinical research studies and strategic projects, ensuring safe, efficient and participant-centred delivery of research.
- Manage, supervise and support the INFANT nursing team, including workload planning, allocation of cover across projects, induction, training, competency development, and day-to-day line management responsibilities.
- Ensure all training is provided and completed by the nursing team. Provide specific training to the nursing team if required. Liaise with quality and admin personnel in ensuring all nursing team training records are up to date and all required training is performed.
- Identify nursing resource requirements across ongoing and planned studies, anticipate capacity gaps, and work with INFANT management to ensure that appropriate cover and operational support are in place.
- Undertake senior nursing duties directly on larger or strategically important projects, including participant identification or screening, informed consent, clinical assessments, protocol-related procedures, data and sample collection, follow-up visits, family support, and study documentation as required.
- Work closely with Principal Investigators, project managers, clinical teams, and external collaborators to support study set-up, implementation, delivery, and close-out activities across relevant sites.
- Ensure that all research nursing activities are conducted in accordance with ICH-GCP, the INFANT Quality Management System, approved protocols, ethical approvals, hospital and UCC policies, and all applicable legal and regulatory requirements.
- Collaborate with the INFANT Quality Team to implement relevant Standard Operating Procedures (SOPs), ensure and maintain if required audit-ready study documentation, support quality review activities, and prepare study documentation for monitoring visits, audits, and inspections.
- Maintain high standards of documentation, data integrity, and confidentiality, including robust adherence to GDPR requirements, informed consent processes, source documentation standards, secure data handling, deviation reporting, and essential study file maintenance.
- Promote and embed Patient and Public Involvement (PPI) in the planning, conduct and evaluation of research activity, ensuring that participant and family perspectives meaningfully inform study processes and materials.

- Contribute to the development and refinement of research protocols, study procedures, participant-facing materials, and operational pathways from a senior nursing perspective.
- Actively engage in research activity associated with the role, including contribution to study design, analysis, reports, conference abstracts, presentations, publications, and future grant or project development where appropriate.
- Foster a culture of excellence, collaboration, continuous improvement, and compassionate family-centred research practice across the INFANT Centre.

Selection Criteria

The successful candidate will be expected to have:

Essential Criteria

- A PhD or post graduate qualification in nursing, midwifery, clinical research, paediatrics, neonatology, healthcare, or another relevant discipline relevant to the role.
- Registered with, or meeting the requirements for registration with, The Nursing and Midwifery Board of Ireland (NMBI).
- At least 10 years post-registration clinical experience in neonatal, paediatric, maternity, or other relevant maternal and child health settings.
- Significant clinical research experience, including participant recruitment, informed consent, study co-ordination, protocol delivery, and collection of research data and/or samples.
- Demonstrated experience of line management, staff supervision and team leadership, including workforce planning, allocation of cover and training.
- Excellent programme and operational management skills, with a demonstrated ability to coordinate multiple concurrent studies, manage competing priorities, and deliver high-quality work to timelines.
- Strong working knowledge of ICH-GCP, research governance, ethical frameworks, and regulatory requirements relevant to clinical research.
- Demonstrated experience of working within a quality-managed environment and maintaining high standards of documentation, compliance, and audit or inspection readiness.
- Good knowledge of GDPR and data protection requirements in clinical research, with experience of handling confidential and sensitive participant information appropriately.
- Demonstrable commitment to, and experience of, Patient and Public Involvement (PPI) in health research.
- Evidence of active research engagement, with the ability to contribute to protocol development, dissemination activities, presentations, and peer-reviewed publications.

- Experience of working effectively within a multidisciplinary clinical and research team environment.
- Excellent organisational, communication, interpersonal and stakeholder-management skills.
- Strong IT and data management skills, including proficiency in MS Office and experience of research databases or electronic data capture systems.
- Evidence of ongoing professional development.

Desirable Criteria

- Experience of multi-site, multicentre, and/or industry-sponsored research studies.
- Experience of contributing to grant applications, strategic project development, or nurse-led research initiatives.
- A track record of presenting research findings at scientific meetings and contributing to peer-reviewed publications as lead or co-author.
- Experience of building effective partnerships with families, public contributors, clinicians, academics, and external stakeholders.

Conditions Of Employment

Salary: €77, 500 per annum, 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 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 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 Prof Geraldine Boylan g.boylan@ucc.ie

For further information on the hiring unit, please see: INFANT – A research centre focused entirely on pregnancy, birth and early childhood

Candidates should apply, in confidence, **before 12noon (Irish Local Time) on Friday 3rd April 2026**

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 Silver 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.

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.**