



Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Research Support Officer – Programme Manager Sustainability Institute/Energy Policy and Modelling Group

17 Months Specific purpose, whole-
time post

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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 history of 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

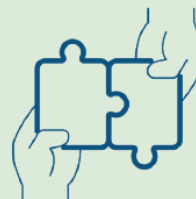
Jobs supported

Talent Capacity Building Mobility Impact



€113 MILLION

Investment in creation & discovery



4 SPIN-OUT

Companies created in 2023



€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

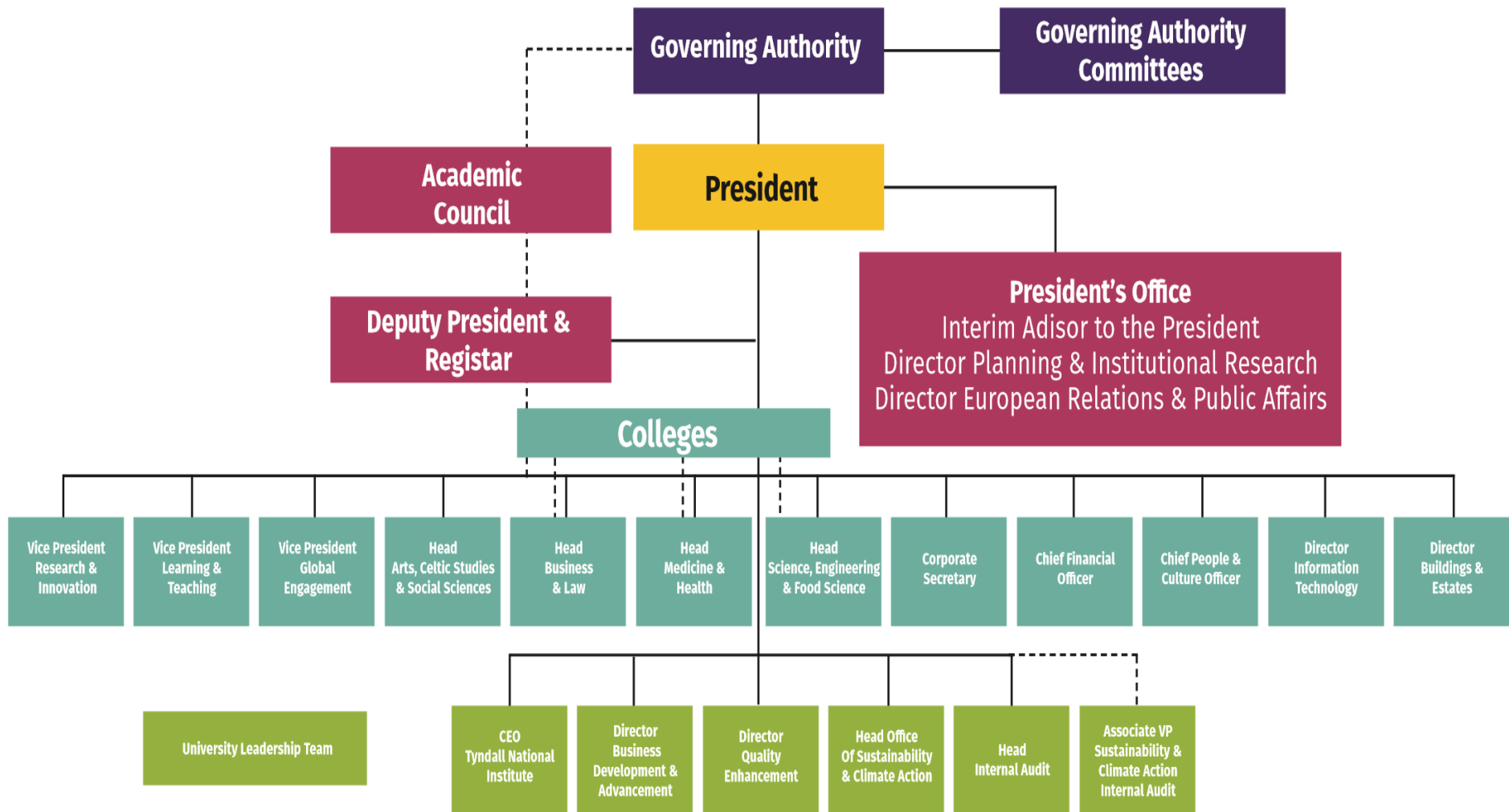
Volunteer hours annually by students



119 Student-led societies

Positively impacting student life

Organogram



Sustainability Institute/Energy Policy and Modelling Group

The Sustainability Institute formerly the Environmental Research Institute (ERI) at University College Cork was established in 2000 as a flagship University Institute to bring together researchers to address complex global sustainability challenges using a transdisciplinary approach. The Sustainability Institute constitutes an important part of UCC's strategy to develop interdisciplinary research institutes that have a critical mass of world-class researchers in prioritised research areas to enable a more strategic approach, create an interdisciplinary research environment, develop capacity, and engage coherently with industry and society.

The Sustainability Institute is recognised for its expertise in environmental, marine, energy, sustainable materials and sustainable food research, and is focused on addressing three global environmental challenges: Climate Action, Circular Economy and Healthy Environment. The Institute currently has over 500 researchers from 20 disciplines and incorporates a number of research centres including: MaREI Centre for Energy, Climate and Marine, Centre for Research on Atmospheric Chemistry (CRAC), the Cleaner Production and Promotion Unit (CPPU) and Centre for Law and the Environment (CLE). The Sustainability Institute has a unique and outstanding physical space for conducting research with substantial research facilities at its two dedicated buildings, the Ellen Hutchins Building on the Lee Road, Cork and the Beaufort Building, Ringaskiddy which houses the Lir National Ocean test Facility (NOTF) along with research facilities across UCC campus.

The Energy Policy and Modelling Group (EPMG) is based in the Sustainability Institute (SI) at University College Cork. The EPMG has been engaged in energy policy analysis and energy systems modelling research for over 20 years, with a focus on developing quantitative tools to support energy transition pathways and climate mitigation policy at national and European levels. The Sustainability Institute provides an interdisciplinary research environment that brings together expertise across engineering, environmental science, economics, policy, and the social sciences to address sustainability challenges. Research undertaken by EPMG has been widely published in peer-reviewed journals and policy reports and has directly informed Irish and EU energy and climate policy, with a strong emphasis on research impact, stakeholder engagement, and effective communication of results.

CAPACITY project: The Climate Action Pathways & Absorptive Capacity (CAPACITY) project is funded by the Department of Climate, Energy and Environment (DCEE). The objectives of the project are to i) develop and maintain a suite of energy system models to contribute to the evidence base for Irish climate and energy policy and ii) to support absorptive capacity building across relevant government departments, agencies and semi-state bodies. The CAPACITY project combines technical modelling expertise with engagement and capacity building activities in a unique way. It provides an opportunity for motivated and ambitious researchers to see their research make a difference in the policy domain. UCC and the CAPACITY project are members of the Climate Action Modelling Group (CAMG) within the DCEE. CAMG was established in 2015 to support the development of short-term and long-term evidence-based climate and energy

policy in Ireland. The CAMG is a high-level technical group comprised of experts from a cross-section of relevant Government Departments and State Agencies as well as representation from academic institutions, including UCC.



Role Description

UCC wishes to appoint a Research Support Officer – Programme Manager to the Sustainability Institute/Energy Policy and Modelling Group, reporting to the Head of Department.

The successful candidate will provide operational, administrative and strategic support for the Principal Investigators of the CAPACITY project, while concurrently supporting the Energy Policy and Modelling Group (EPMG). The role involves coordinating complex research and stakeholder activities across multiple projects and personnel, supporting reporting processes, managing operational, personnel and financial administration, coordinating events and communication activities, and supporting research impact and policy engagement activities.

The postholder will work closely with academic researchers, government stakeholders and university professional services within a dynamic interdisciplinary research environment focussed on climate and energy policy.

The main duties will be:

KEY DUTIES AND RESPONSIBILITIES

ADMINISTRATION

- To support the Director or Head of the Research area to achieve the agreed strategic and administrative goals of the CAPACITY Project and EPMG.
- To implement agreed policy and procedures including administration, personnel, and resources for the overall development of the CAPACITY project and EPMG.
- Implement best-in-class research programme management practices across the CAPACITY Project and the EPMG Group.
- To provide high-level operational, administrative and coordination support for the CAPACITY project and associated activities within EPMG led by the CAPACITY Principal Investigators.
- To coordinate the day-to-day administration and operational delivery of the CAPACITY project, ensuring effective organisation of activities, timelines, reporting requirements and deliverables.
- To support the development and maintenance of effective administrative and operational processes to support project delivery across a complex interdisciplinary research environment.
- To act as a key point of contact for the CAPACITY project, coordinating communications and interactions with internal and external stakeholders on behalf of the Principal Investigators.
- To support planning and coordination activities associated with CAPACITY and related research and policy engagement activities.

- To monitor progress against agreed project objectives, milestones and reporting requirements, and to support the preparation of concise internal updates and progress reports.
- To work effectively as part of an interdisciplinary research environment and contribute positively to team activities and project objectives.
- To ensure compliance with relevant University policies and procedures, including financial, data protection and health and safety requirements.
- To undertake other duties appropriate to the grade and nature of the post, as reasonably assigned by the Principal Investigators.

Research

- To provide specific technical inputs to the research agenda such as literature review, data analysis and preparing reports. Writing and contributing to research reports, policy briefs and other documents.
- To support activities of the research project as required, such as assisting in workshops, producing written outputs, in conjunction with the Director/Head of the Research area.
- Proactively identify and effectively communicate key issues and trends related to the CAPACITY and EPMG research programme activities to the leadership team, drawing accurate conclusions and making balanced and fair evidence-based recommendations in the context of internal and external policies and strategies.
- Monitor the team's performance and progress against key performance indicators and prepare annual plans and reports to funders and internal stakeholders, including management and impact, communication and dissemination plans, exploitation and innovations plans, etc.
- Monitor and translate research updates into progress against plans, mapping research activities against the original objectives and highlighting gaps/areas requiring attention to the leadership team.
- Demonstrate and translate evidence of research excellence and impact of research programme activities (e.g., case studies).
- Facilitate collaboration by liaising with other research groups and offices including the Office of the VP for Research & Innovation, Technology Transfer, Finance Office, and externally with industry partners and collaborators, as required.
- To provide high-level research and policy support to the CAPACITY Principal Investigators, including collating information, preparing briefing materials, supporting strategic planning and

reporting activities, and assisting with the drafting and editing of reports and policy-relevant outputs.

- To support the preparation of presentations, briefing documents and materials for internal and external meetings, workshops and conferences.
- To assist with the coordination and dissemination of research outputs and project activities through reports, web content, events and other communication channels.
- To support activities relating to research impact, stakeholder engagement and knowledge exchange associated with the CAPACITY project.

Policy advice and dissemination

- To present research results internally and externally at conferences, meetings, including preparing presentations.
- To disseminate research results through web pages, media conferences etc.
- To represent the research project/area at events, meetings and networking.
- To coordinate meetings, workshops and governance structures associated with the CAPACITY project and related activities, including preparation of agendas, papers, minutes, action logs and follow-up actions.
- To support engagement with Government Departments, State Agencies, research partners and other external stakeholders associated with CAPACITY activities.
- To maintain effective working relationships with academic, professional and external partners, supporting collaboration and coordination across multiple organisations and disciplines.
- To represent the CAPACITY project at meetings and events, as appropriate, in consultation with the Principal Investigators.

Finance

- To administer financial and budgetary functions, including purchasing and cost controls in consumables, equipment and part-time pay, in conjunction with the Director/Head of the Research area.
- To support researchers in the preparation of project proposals.
- Review and monitor the financial of all research grants and the overall research area.
- To propose strategic or operational priorities and to advise on achieving the effective and value for-money allocation of budgets and resources.

- To ensure proper use of resources, compliance and integrity of systems in accordance with University policies, procedures and standards and in agreement with the Director/Head of the Research area.
- To support the administration and monitoring of financial and budgetary activities associated with the CAPACITY project, including purchasing, expense tracking, budget monitoring and financial reporting, in collaboration with the Principal Investigators and relevant University offices.
- To assist with grant administration and compliance processes, ensuring adherence to University financial and administrative procedures.
- To maintain accurate project records, documentation, reporting templates and shared information systems, ensuring effective document management and version control.
- To liaise effectively with relevant University service departments, including Finance, Human Resources, Research Support Services and Procurement.

Promotion/Development

- To assist the Director/Head of the Research area with logistical planning of human, physical and financial requirements for the research project.
- To identify opportunities for external relationships and collaboration.
- To contribute to the development of the strong external links to business and industry.
- To contribute to the promotion and marketing of the research area.
- To produce, when required, appropriate promotional and marketing literature.
- To coordinate workshops, stakeholder engagement activities, dissemination events and meetings associated with the CAPACITY project.
- To support project communications and dissemination activities, including maintenance of relevant web and communications content.
- To contribute to the visibility and profile of the CAPACITY project and associated research activities through effective coordination of communications and engagement activities.

Personnel

- To assist with the preparation of recruitment advertisements and job particulars for posts within the research area
- To assist with managing the administrative workloads to support the research project/area.

- To liaise with HR as required regarding on research staff personal details and/or terms and conditions of employments for research staff contracts.
- To support the administrative aspects of recruitment and onboarding processes for research staff and students associated with the CAPACITY project and related activities.
- To assist with coordination of contracts, purchasing, travel, events and other research administration activities associated with the project.
- To support funding proposal development and submission processes, including coordination of timelines, documentation and administrative requirements, as required.

The list of duties detailed above is not intended to be exclusive or restrictive and may be adjusted dependent on the area of research.

Selection Criteria

The successful candidate will be expected to have:

Essential Criteria

- Demonstrable project management experience coordinating projects, programmes or initiatives involving multiple stakeholders, governance structures or workstreams.
- Experience of Website Management.
- Strong organisational and planning skills, with evidence of managing competing priorities and delivering work to agreed timelines.
- Experience of maintaining accurate records, documentation, action logs and reporting.
- Demonstrable achievements in managing and organising high profile events, involving multiple stakeholders.
- Ability to exercise sound judgement and take initiative, while also working effectively as part of a multidisciplinary team.
- Strong information management skills, including experience with shared document platforms, databases and reporting tools.
- Experience of using Agresso software for finance and procurement purposes in a university or comparable organisational setting.
- Experience of budget management and forecasting.
- Experience of PURE and SciVal.
- Experience of working on the reporting and compliance requirements of external funding agencies.

Desirable Criteria

- Experience supporting research programmes, thematic areas or large-scale interdisciplinary initiatives.
- Understanding of climate, energy and/or sustainability policy contexts.
- Experience servicing governance structures, including preparation of agendas and papers, minute-taking and tracking actions to completion.

- Experience supporting research funding activity, including coordinating calls, timelines, internal review processes and submissions.
- Experience of stakeholder engagement and partnership coordination across academic, professional and external organisations.
- Experience supporting research communications, events, websites or dissemination activities.
- Ability to design and maintain UCC websites, ideally using T4 programming.

Conditions Of Employment

Salary: €57, 000 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 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 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 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. Hannah Daly, Professor of Sustainable Energy, College of SEFS Tel: Email: h.daly@ucc.ie

For further information on the hiring unit, please see: <https://www.ucc.ie/en/sustainability-institute/>

Candidates should apply, in confidence, **before 12noon (Irish Local Time) on Friday 22nd May 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**.

