



Coláiste na hOllscoile Corcaigh  
University College Cork, Ireland

# Research Assistant

## School of Law

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### 12 Months Fixed Term, 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

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



**3<sup>RD</sup> LARGEST**

Employer in Cork



**€6 every €1 Invested**

Return for every €1 of state investment



**21,000**

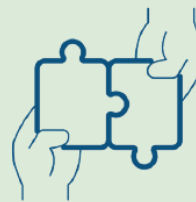
Jobs supported

## 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**

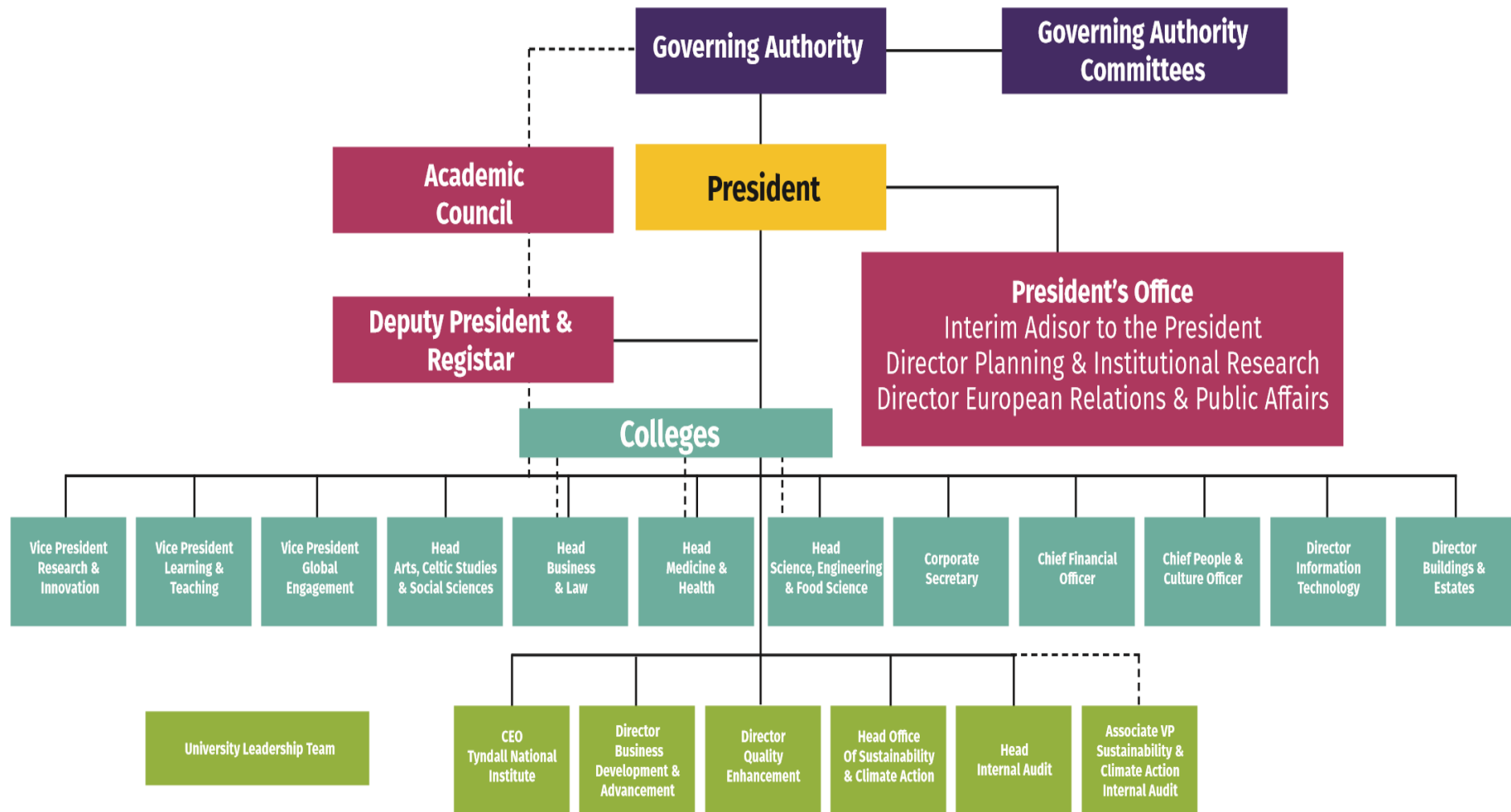
Volunteer hours annually by students



**119 Student-led societies**

Positively impacting student life

# Organogram



# School of Public Law

First established as a Faculty in 1849 the School of Law at UCC is a vibrant modern academic law school with committed, research active staff and a range of law programmes at undergraduate and postgraduate level. Ranked in the top 150 law schools globally (Source: QS Rankings by Subject 2024), the School of Law is based in Áras na Laoi on the beautiful UCC campus in a building with modern teaching facilities - including a Moot Court room - meeting rooms, a dedicated research suite and research student workspaces and social space. Its library facilities are based in the modern Boole library. Since March 2021 UCC School of Law is a proud holder of an Athena Swan Bronze Award in recognition of its commitment to advancing gender equality.

## **Law's Mission Statement:**

The UCC School of Law is a leading international law school, committed to excellence and innovation in legal education, research, and public engagement with the aim of Shaping a Just Society.



# Role Description

This title will apply to a person of appropriate qualifications e.g., BSc or an MSc, employed on a contract for the purpose of assisting in the performance of research in the University. A Research Assistant will usually work under the direction of one or more Principal Investigator's/Senior Researchers within a dedicated laboratory on one or more research projects.

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## The main duties will be:

- To work under the direction of the Principal Investigator/Project Leader.
- To provide assistance in conducting research activities, including planning, organizing, conducting, and communicating research studies within the overall scope of a research project.
- To coordinate and perform a variety of independent and team activities involved in the collection, analysis, documentation and some interpretation of information/results.
- To undertake tasks which may include recording results and preparing technical reports including conclusions and recommendations. To coordinate the development of forms, questionnaires and the application of qualitative and quantitative research techniques; write procedures manuals for data collection and coding.
- To present information on research progress and outcomes to others responsible for the research project.
- To provide guidance as required to any support staff and/or research students assisting with the research project, as agreed with the Principal Investigator/Grant holder.
- Ideally to contribute to the publication of findings.
- To confer with the Principal Investigator in developing plans for research projects and to discuss the interpretation of results and the preparation of manuscripts for publication.
- To perform other related duties incidental to the work described herein.

# Selection Criteria

The successful candidate will be expected to have:

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## Essential Criteria

- A graduate qualification in a field of discipline relevant to the area of investigation i.e. BSc or MSc.
- Some research experience is desirable.
- Good report writing and presentation skills
- Previous laboratory experience and practices are desired.
- Good analytical skills and computer skills.

- An ability to work independently to a tight schedule.
- Capability of working effectively within a team to achieve results.
- Evidence of excellent organisational and communication skills.
- High levels of initiative are encouraged.
- Experience conducting systematic reviews.
- Experience preparing materials for patient and public involvement and/or stakeholder engagement processes.

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

# Conditions Of Employment

Salary: €34,129 - €44,311 p.a. per Research Assistant IUA Scale

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 22 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 one 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 reemployment 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.

# 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 Dr Kate Falconer, Lecturer, School of Law and Radical Humanities Laboratory, Tel: + 353 (0) 85 196 3032; Email: [kfalconer@ucc.ie](mailto:kfalconer@ucc.ie)

For further information on the hiring unit, please see: [Law | University College Cork](#)

Candidates should apply, in confidence, **before 12noon (Irish Local Time) on Friday, 26<sup>th</sup> June 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**.

