

# **CANDIDATE INFORMATION**

## **Lectureship in Human Resource Management**

**Department of Management and Marketing**

**Cork University Business School**

**College of Business & Law**

**Permanent Whole Time Post**

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## 1. WELCOME FROM THE PRESIDENT

Many thanks for your interest in a career at University College Cork (UCC).

Originally founded in 1845 as "Queen's College Cork", UCC is one of Ireland's oldest institutions of higher learning. Our spectacular campus is situated in a global tourist destination, and serves a community that is both local and global. Ranked in the top 2% of universities worldwide, UCC was named as Ireland's *Sunday Times* University of the Year in 2016, and again in 2017 - the only Irish university to receive this designation in consecutive years. UCC was honoured to be named the World's First Green University Campus (Foundation for Environmental Education, Copenhagen).

UCC has an ancient heritage with a modern focus. Our own Professor Michael J. O'Kelly excavated the world's oldest astronomically aligned structure at Newgrange. Our first Professor of Mathematics, George Boole, wrote his "Laws of Thought" here, which provides the basis for all modern-day computer science.

Our graduates are found excelling in every walk of life throughout the world - from poet to politician, nuclear scientist to philosopher. Today, UCC's student body of some 20,000 includes over 2,800 students from 100 countries across all continents. We employ 2,700 professionals. Over one third of our academic staff has come from overseas. We enjoy many accolades as a high quality employer. The true strength of our university lies in the people who work and study here. The diversity of our workforce and our students is our competitive edge in realising our mission to *"create, preserve, and communicate knowledge and to enhance intellectual, cultural, social and economic life locally, regionally and globally."*

Our vision – UCC: A contemporary Irish university with a global outlook - will, I believe, prove attractive to you. 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.

Professor Patrick G O'Shea

## 2. Information on Cork University Business School (CUBS)

Building on the long proud tradition of business education in UCC, the first Commerce graduate was conferred over a century ago, Cork University Business School was established in 2015 by bringing together the commerce faculty and programmes in UCC. Today, CUBS is now Ireland's largest business school with almost 4,000 students and growing. Over the last three years, UCC has made an unprecedented investment in its people recruiting 16 new Professors across all disciplines in CUBS to lead the new School.



CUBS is at an exciting stage of development with a number of strategic development initiatives underway. The School is at the advanced stages of securing the prestigious Association to Advance Collegiate Schools of Business (AACSB) accreditation, which if successful will put CUBS in the top 5% of business schools globally. The School has an ambitious internationalisation strategy; in the past three years the number of international students has grown four-fold. The recently launched excellence in research scheme, which rewards faculty for publishing in top-tier publications, has been highly effective in increasing the research profile of the School.

In 2016 the University acquired the Irish Management Institute, Ireland's highest ranked (Financial Times) provider of executive education. This partnership offers CUBS a substantial executive education footprint including a campus in Dublin. To accommodate the rapidly growing faculty and student body, the University is developing a new business campus in the heart of Cork city. The €106 million investment, supported by Government investment of €25 million, will deliver a state-of-the-art business campus for future generations of students and faculty.

The Cork University Business School is comprised of five academic departments; Economics, Accounting and Finance, Business Information Systems, Management and Marketing and Food Business and Development.

We now wish to appoint a **Lecturer in Human Resource Management** (Department of Management and Marketing) to complement and increase our growing profile in this area.

### **About the Department of Management & Marketing**

The Department of Management and Marketing is a key part of Cork University Business School and who have a vision to be recognised nationally and internationally as both a disciplinary leader in management and marketing research and education, and for our multi-disciplinary contribution to addressing the pressing challenges of business and society. We demonstrate strong commitment to disciplinary strengths within the Department by undertaking high-quality, impactful research that informs our teaching and, which in turn seeks to challenge convention and push boundaries to transform business and society. The promotion of critical thinking and problem-solving is central in our programmes, thus facilitating the development of graduates with the essential skills for successful careers and to be the leaders of tomorrow.

There are six values core to how we undertake our everyday activities.

1. **Respect** – our activities and interactions are underpinned by an environment of respect, support, collegiality, and humility where personal contribution and difference is recognised and valued.
2. **Integrity** – we strongly believe in the integrity and transparency of what we do and the need for individuals to hold him/herself and others to account.
3. **Sustainability** – we promote effective and socially responsible, sustainable management of individual self, the environment and public resources.
4. **Excellence** – we are driven by our desire for excellence which is visible through the quality of our research and educational offerings.
5. **Impact** – our ambition is manifest in our desire to positively impact individuals, organisations and society.
6. **Diversity** – we celebrate and embrace the diversity of our staff and student community and are committed to equality of opportunity and treatment for all.

The Department of Management and Marketing is inter-disciplinary in nature with teaching and research undertaken across a significant range of subject areas including consumer behaviour, entrepreneurship, ethics, family business management, human resource management, innovation, leadership, management, marketing, organisation behaviour, procurement, project management, public sector management, strategy and sustainability.

The Department is committed to providing a positive student experience that involves a challenging but supportive environment focused on offering both academic scholarship and applied business and societal skills. As a Department, we seek to develop the employability of our students. The Department is an anchor contributor to the BComm suite of programmes and the Executive MBA. The Department offers the largest Masters programme in the business school, namely the MSc in Management and Marketing (full-time). The Department also offers an MSc (full & part-time) and Higher Diploma in Human Resource Management (part-time); MSc Project Management (part-time) and MSc Strategic Marketing and Practice (full-time). The Department also offers a range of Certificates and Higher Diploma programmes (e.g. Management Practice; Procurement) for part-time students in association with the Adult Continuing Education (ACE) Centre, UCC.

Faculty are active in a range of disciplinary and multi-disciplinary research collaborations. Our focus is on the production of high quality outputs and impact of our research. This is evidenced by recent publications in high impact, international journals such as, *Accounting, Auditing & Accountability Journal*, *British Journal of Management*, *European Journal of Marketing*, *European Journal of Work and Organizational Psychology*, *Group and Organisation Management*, *Family Business Review*, *Financial Accounting & Management*; *Human Resource Management Journal*, *Human Relations*, *Industrial*

*Marketing Management, International Small Business Journal, Journal of Business Ethics, Journal of Business Research, Journal of Management Studies, Journal of Service Research, Journal of World Business, Psychology and Marketing, R&D Management, Technological Forecasting & Social Change and Work & Stress.* Management and marketing faculty have also produced books from the leading publishers including *Palgrave Macmillan, Routledge and Wiley-Blackwell.* Faculty have also been in receipt of external funding through for example, the *Australian Research Council, Enterprise Ireland, Health Research Board, Irish Research Council, InterTrade Ireland, and Teagasc.*

Our faculty are recognised at a national and international level for quality research as evidenced by holding of editorial roles, membership of editorial advisory boards, external examiner roles, members and evaluators for several professional and academic associations, research funding agencies and organisations. Faculty members also co-chaired the 21<sup>st</sup> Annual Irish Academy of Management Conference in September 2018 and we are also due to host the Industrial Marketing and Purchasing Conference in coming years.

Research is well supported in the Department with PhD scholarships typically provided at a Departmental level, seed funding available to develop projects and collaborations, and financial support provided to colleagues to present at the leading national and international conferences.

Importantly in the focus of this lectureship, the *Human Resource Research Centre (HRRC)* was established in May 2018 and has grown substantially since this point with the recruitment of several academic staff and PhD scholars. The appointee will therefore be part of a keen community of scholars conducting research into the management of people at work, and will be able to play a leading role in further this burgeoning centre.

The successful candidate will be joining the Department at an exciting time as the Cork University Business School goes from strength to strength with the site for a [new business school](#) building announced in recent times.

### **3. Job Description**

**Duties of the Post:** In accordance with the University's strategic objective as a research led institution, the duties of all academic staff will include research, research-led teaching and contributions to the university, the discipline and the community. The academic staff member shall teach and examine, undertake administrative duties and carry out other duties appropriate to the post under the general direction of the Head of the Department of Management & Marketing.

The roles and responsibilities outlined below are to be interpreted in the context of the relevant Statutes and where there is any difference arising from interpretation, that statutory provisions take precedent. For the sake of clarity, the relevant elements of the statutes not already incorporated in the numbered sections are appended in italics under each subheading.

## Teaching and Examining

- 1) Contribute to and assist in the delivery of research led teaching, assessment and examining on courses at undergraduate, and postgraduate levels, and where appropriate on our evening adult and continuing education courses;
- 2) Supervise research projects on undergraduate and postgraduate programmes;
- 3) Undertake the development and regular evaluation of modules with reference to content, delivery and assessment;
- 4) Participate in the development of new curricular initiatives;
- 5) Demonstrate excellence in teaching and learning and apply innovative teaching and learning methodologies within the Department of Management and Marketing and within other academic units in the University, as appropriate;
- 6) Contribute towards the maintenance of academic standards within his/her discipline.
- 7) Contribute to new module and programme design, development and delivery.

to give the students attending his/her ordinary lectures assistance in their studies, by advice, by informal instruction, by occasional and periodic examination, and otherwise, as s/he may judge to be expedient; also, to make such arrangements as s/he sees fit to make to meet students who have individual queries;

to give instruction to his/her students and assist them in the pursuit of knowledge

to hold, or assist at, all University examinations in the subjects with which s/he is an examiner;

## Research

- 8) Engage in productive research and scholarship and contribute to the advancement of knowledge, participate in research activities and publish the research in appropriate peer-reviewed publications, creative works or other forms of scholarship appropriate to the discipline;
- 9) Supervise postgraduate research students (particularly PhD students);
- 10) Undertake initiatives in generating research income as appropriate to the discipline;
- 11) Engage in other scholarly activities relevant to the research discipline.

## **Contributions**

- 12) Proactively participate in the administrative activities of the department/school and the academic life of the College and University (through for example, participation in administration roles, open days, outreach, committee membership, peer support, knowledge exchange, public engagement);
- 13) Act as a member of such committees as may be required by the University;
- 14) Develop links with professional bodies and external agencies, where appropriate;
- 15) Promote the discipline both inside and outside the University and contribute to the overall intellectual life of the University and society;
- 16) Contribute to the department/school/college/university community through internal and external engagement activities;
- 17) Carry out other duties appropriate to the post as may be assigned by the head of discipline/department/school.

*to carry out administrative and other appropriate duties lawfully allocated to them within their department or other academic unit;*

*if a member of the Academic Council, to attend its meetings;*

*to serve upon all the committees to which s/he may be appointed by the Governing Body or the Academic Council, and to assist and co-operate with the Governing Body in such other reasonable ways as the Governing Body may prescribe, for the maintenance of discipline and good conduct among the students, or for the general business of the University;*

*The above listing is not exclusive or exhaustive and the post holder may be required to undertake duties as can reasonably be expected. All staff are required to be flexible, co-operative and professional within the needs of the post and the Discipline/Department/School, College and University. The University is undertaking a major reform of its internal structures which may necessitate possible future changes in the organisation of its activities.*

## **Selection Criteria**

The successful candidate will be expected to have:

## **Qualifications**

- 1) A doctorate or near completion in the relevant discipline. (Essential)

## **Teaching and Examining**

- 2) Relevant teaching experience or evidence of teaching potential; (Essential)
- 3) An ability to contribute across a range of undergraduate and postgraduate teaching programmes both in and outside the area of research specialisation; (Essential)
- 4) Evidence of a commitment to excellence in research led teaching; (Essential)
- 5) Evidence of an understanding of and willingness to use modern teaching technologies and potential for innovative teaching and curriculum development; (Desirable)
- 6) Evidence of an ability to teach, inspire and supervise students, communicate ideas and concepts in a teaching and learning environment; (Essential)
- 7) Evidence of experience in module and new programme design; (Desirable)
- 8) Willingness to lead relevant academic programmes. (Essential)

## **Research**

- 9) Evidence of appropriate research achievement for career stage and with clear potential for building a track record of high quality, impactful research in the relevant discipline; (Essential)
- 10) Potential to attract funding through competitive research grants or other sources as relevant; (Essential)
- 11) Experience of or potential for research supervision (particularly PhD students); (Desirable)
- 12) Evidence of other relevant scholarly activity including regular presentation of work at leading international conferences as relevant to the Discipline; (Essential)
- 13) Ability and willingness to collaborate with colleagues on research projects, as appropriate to the discipline. (Essential)

## **Contributions**

- 14) Administrative experience or evidence of ability to contribute to academic administration; (Essential)
- 15) Experience in or potential to participate in relevant academic and professional associations/bodies as appropriate; (Desirable)

16) The potential to participate in and contribute to the overall intellectual life of the University, the academic discipline and society at large; (Essential)

17) Willingness to contribute to Departmental and University community through a range of internal and external engagement activities including participation in open days, graduations etc. (Essential)

### **Other**

18) Good communication and interpersonal skills; (Essential)

19) Evidence of ability to work on own initiative as well as part of a team; (Essential)

20) Ability and willingness to work in a collaborative environment; (Essential)

21) An understanding of, and empathy with, the concerns of students; (Essential)

22) A commitment to the long-term development of the discipline and department; (Essential)

### **Conditions of Employment**

The University, at its discretion, may undertake to make an additional appointment(s) from this competition following the conclusion of the process.

1. The post is a permanent whole-time post. The appointee to the post shall work under the direction of the Head of the School /College and shall discharge such duties as are assigned to them.
2. The current remuneration is as detailed below\*. The appointment to the post of Lecturer will be made below / above the bar.

	€		€
Minimum	34,067	Eighth Point	48,673
Second Point	35,940	Ninth Point	50,482
Third Point	37,737	Tenth Point	52,651
Fourth Point	39,818	Eleventh Point	54,915
Fifth Point	42,201	Twelfth Point	56,638
Sixth Point	44,251	Thirteenth Point	58,399
Seventh Point	46,405	Maximum Point	60,167

### **BAR**

First point above the bar	65,758	Fourth point above the bar	77,664
Second point above the bar	69,094	Fifth point above the bar	84,550
Third point above the bar	73,387		

The salary includes a premium of 1/19<sup>th</sup> for pensionable staff paying contributions. Class A1 rate of Pay Related Social Insurance (PRSI) applies to the post. Salary payment is also subject to deduction of PAYE, Pension and Statutory Levies.

*\* As required by public pay policy for the higher education sector, new appointments to a direct entry recruitment grade will generally be at the minimum (1st point) of the relevant scale.*

*For existing public servants, the restriction to the first point on scale may be varied where a person is appointed to the same or an analogous grade, role or position as their previous public service employment.*

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

3. A comprehensive **Annual Leave and Sick Leave** scheme is in operation, details of which will be sent on appointment. Annual leave will be in accordance with the University's custom and practice but ordinarily shall not be more than a total of seven weeks per annum inclusive of Christmas days. All leave arrangements must be agreed in advance with your Head of School.  
**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.
4. **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.
5. 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 1.47% of your salary.
6. Additional dependants' benefits can be provided by membership of the **Voluntary 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 0.33% of your salary.
7. 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%

8. All employees University College Cork (UCC), are governed by **UCC employment policies** and procedures as detailed on the Human Resources website. All staff members are required to adhere to and cooperate with the University at all times with regard to these policies and procedures. In particular staff members requested to familiarise themselves with the Disciplinary and Grievance Procedures, the Duty of Respect and Right to Dignity Policy, and the Acceptable Use Policies. UCC reserves the right to make changes to these policies or to introduce new policies from time to time. Notification will be given to all staff of any such new policies or changes to existing policies.
9. **Voluntary Health Insurance:** A VHI/Laya/ Hibernian Health/ HAS/GlowHealth group scheme is in operation and contribution may be deducted from salary, with effect from the Scheme's renewal date (May of each year).
10. **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.
11. As an equal opportunities employer we offer a comprehensive suite of flexible working and family friendly initiatives. A list of such initiatives is available on our [webpage](#).
12. Shortlisted candidates for posts shall be required to appear before a Board of Assessors.
13. A successful candidate will be required to submit a birth certificate, documentary evidence confirming academic qualifications, and to undergo a medical examination. Garda vetting and/or an international police clearance may also be required.
14. References will be sought in relation to all candidates invited to attend for interview.
15. 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 Enterprise Trade & Employment.
16. Candidates may be required to produce documentary evidence to support any statements made by them on their application form or any supporting documentation. Candidates should note that the submission of any inaccurate information will invalidate their application.
17. Informal enquiries can be made in confidence to Prof Anthony McDonnell. Email: [anthony.mcdonnell@ucc.ie](mailto:anthony.mcdonnell@ucc.ie)
18. Further information on the Department is available at <https://www.cubsucc.com/>

Applications must be submitted online via the University College Cork vacancy portal. Queries relating to the online application process should be referred to [recruitment@ucc.ie](mailto:recruitment@ucc.ie), quoting the job-title.

Candidates should apply, in confidence, **before 12 noon (Irish Local Time) on Tuesday 27<sup>th</sup> October 2020.**

**No late applications will be accepted.**

**UNIVERSITY COLLEGE CORK IS AN EQUAL OPPORTUNITIES EMPLOYER**

**Please note that an appointment to posts advertised will be dependent on University approval, together with the terms of the employment control framework for the higher education sector**

**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.

#### **4. UNIVERSITY STRATEGIC PLAN**

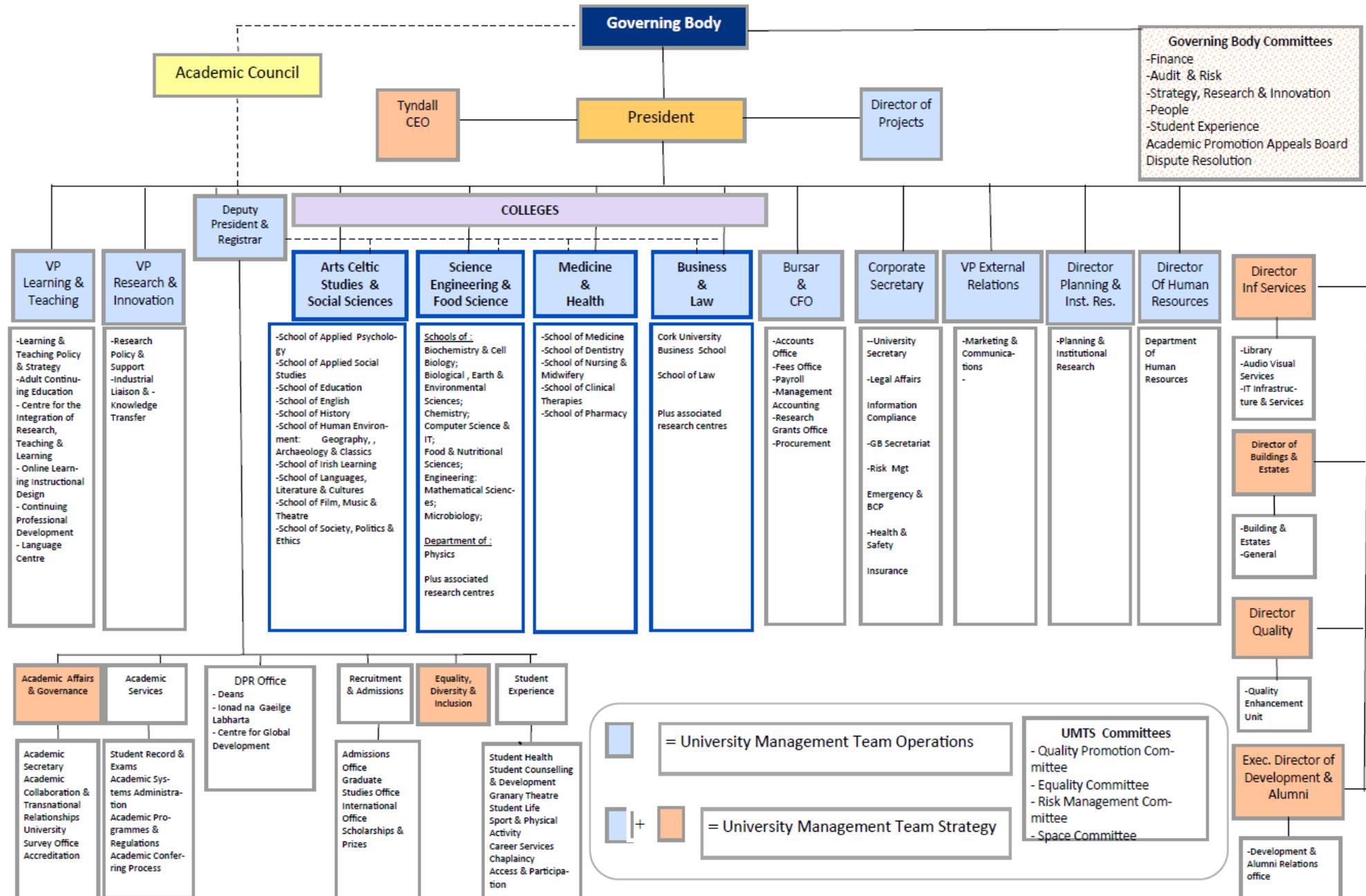
Details of the UCC Strategic Plan can be found on

<https://www.ucc.ie/en/strategicplanning/2017/>

Details of the UCC Academic Strategy can be found on

<https://www.ucc.ie/en/registrar/theconnecteduniversity/academicstrategy/>

## 5. UNIVERSITY ORGANISATIONAL STRUCTURE





Cork City

## 6. ABOUT CORK

Recently identified as one of the top ten city destinations by the Lonely Planet guide, Cork is a place not just to visit, but to live; offering a quality of life and an academic and cultural experience which reflects positive Irish values. Cork city has a population of some 150,000, with a further 100,000 in its hinterland. Further details can be found at <http://www.corkcity.ie/>

## 7. UNIVERSITY COLLEGE CORK [UCC]<sup>12</sup>

UCC was established in 1845 as one of three Queen's Colleges at Cork, Galway and Belfast. The site chosen for the college is particularly appropriate given its connection with the patron saint of Cork, St Finbarr. It is believed his monastery and school stood on the bank of the river Lee, which runs through the lower grounds of the University. University College Cork (UCC) is the principal university in the province of Munster and the largest outside Dublin

UCC, provides over 120 degree and professional programmes through some 60 Disciplines.

The University offers an innovative, research-led curriculum, taught by world-class academics that consistently attracts a quality student intake. The University has a recurrent budget of €280 million. UCC comprises four Colleges:

- Arts, Celtic Studies and Social Sciences
- Business and Law
- Medicine and Health

<sup>1</sup> See also: <http://www.ucc.ie/en/about/UCCHistory/>

<sup>2</sup> For alumni of UCC see: <http://www.ucc.ie/en/alumni/who/>

- Science, Engineering and Food Science

UCC employs some 2,700 staff. The University is committed to building its capacity to carry out research of the highest international quality, and to providing research-lead teaching across the breadth of disciplines and specialisms typical of a traditional university. UCC prides itself on close connections with the professions, industry and the local community. Further information on Academic and Administrative Departments can be found on the UCC web site. The home page address is [www.ucc.ie](http://www.ucc.ie).



The University is directly funded by the Higher Education Authority (HEA), receives grant, fees and other income. Research income has for many years have been the highest in the State (in 2010-11 €80m). The University budgetary strategy continues to focus on decreasing its reliance on Exchequer income and promoting income generation through increasing post graduate and international fee income.

It has benefited very substantially (over half a billion euro) over the past ten years from national programmes aimed at developing research infrastructure, capacity and output, mainly funded through the National Development Plan and in line with the Government's Strategy for Science, Technology and Innovation. UCC has thus developed its key role in plans for the long-term economic and social development of the region and the country.

The University contains a number of highly prestigious research centres including the Alimentary Pharmabiotics Centre – [www.ucc.ie/research/apc](http://www.ucc.ie/research/apc) and the Tyndall National Institute. See <http://www.tyndall.ie/>.



*The Main Quadrangle*

## **GOVERNANCE**

The functions of the University are performed under the direction of the Governing Body. The Academic Council, subject to the financial constraints determined by the Governing Body and to review by it, controls the academic affairs of the University. The main executive management group is the University Management Team, which works in support of the President.

University College Cork (UCC) was selected as Ireland's University of the Year 2011/12 by *The Sunday Times*. This award was given for a number of reasons including recognition of the University's position as the leading research institution in Ireland; the University's cosmopolitan character which encompasses an admirable student mix; the excellence of UCC's teaching and academic standards and the University's links with business and industry.

The *Sunday Times* award, which was the third occasion UCC received the award, followed on the heels of UCC becoming the only Irish university to achieve the unique status of Ireland's first five star university.

UCC is also the first university campus to be awarded the Green Flag for an environmentally friendly campus in a student-led innovation. UCC is proud of its achievement as the world's first university to achieve the ISO 50001 standard in energy management systems



### **Tours of the University & School/Departmental Visits**

A virtual tour of UCC is available on <http://www.ucc.ie/en/visitors/see-do/>

## **8. EQUALITY OF OPPORTUNITY STATEMENT**

University College Cork is an equal opportunities employer actively working towards full equality of opportunity in all aspects of University life.

## **9. PERSONAL & PROFESSIONAL DEVELOPMENT AND STAFF WELLBEING**



The Department of Human Resources has a dedicated Staff Wellbeing & Development team which provides a wide-ranging training & development and wellbeing service for all Staff. As part of UCC's ongoing commitment to training and retaining the best staff, we hold ourselves to the highest standard of customer service and excellence. Our training solutions are geared to deliver on both organisational goals and needs of staff.

In 2018 UCC received IBEC's KeepWell Mark. The KeepWell Mark is a national accreditation which is assessed against a set of health and wellbeing standards that indicate an organisation's commitment to the promotion of wellbeing in the workplace. By being accredited with the

KeepWell Mark, UCC has demonstrated that it continues to make a real commitment to improving the health and wellbeing of its staff, while also consolidating the University's position as an employer of choice.

UCC is the **first University in Ireland** to achieve this prestigious accreditation. Staff Wellbeing & Development offer advice and support to all staff around personal career planning, personal and professional development and wellbeing needs. The full range of programmes can be accessed on our Staff Wellbeing & Development website: <https://www.ucc.ie/en/hr/wellbeingdevelopment/>.

## 10. HOUSING, EDUCATION, MEDICAL INSURANCE AND TAX INFORMATION

### Housing

#### Renting in Cork

Houses - family homes €750 to €1,400 per month depending upon quality and location.  
Apartments - €600 to €1,200 per month. The best sources of information for an individual seeking to rent accommodation are Letting Agents, Auctioneers, National and Local Press.  
A selection of Cork Auctioneers is listed below:

O'Mahony Walsh & Associates	Tel: 021 4278606
James G. Coughlan & Assoc.	Tel: 021 4251500
Sherry Fitzgerald	Tel: 021 4273041

#### Buying and Renting Property in Cork

Information on renting and buying a property in Cork can be found on the following websites:

Comprehensive Irish Property websites for sales and lettings  
[www.daft.ie/](http://www.daft.ie/)

Cork based auctioneers, estates agents and property management company  
[www.choices.ie](http://www.choices.ie)

Residential lettings and sales  
[www.sherryfitz.ie](http://www.sherryfitz.ie)

Irish Auctioneers & Valuers Institute (IAVI) - Site containing a comprehensive listing of property and real estate from a selection of IAVI members.  
[www.ipav.ie](http://www.ipav.ie)

Irish property News - Online publication providing property listings and information relating to buying a property in Ireland.  
[www.irishpropertynews.com](http://www.irishpropertynews.com)

Property website and home portal providing property, services, home and garden products and online mortgages.  
[www.myhome.ie](http://www.myhome.ie)

## Education– Schools in Cork

There are several excellent schools in Cork City, located near the University, at primary and post primary level. The Department of Education & Skills, Communications Section, Dublin will provide further information on any queries in this connection Tel +353 1 8896400. The Department also has an Inspectors Office in Cork +353 21 4906011. Further information on finding a suitable school can be accessed via the Department website at <http://www.education.ie/en/find-a-school>.



## Medical Insurance

There is no state run statutory medical insurance scheme in Ireland. Hospital medical treatment is generally speaking, free while visits to general practitioners cost around €60 each and all prescription medicines must be paid for. However many people choose to avail of private medical insurance to cover the cost of upgraded hospital treatment and to avoid sometimes lengthy waiting lists. There are three established medical insurance companies active in Ireland at present as follows:-

VHI - [www.vhi.ie](http://www.vhi.ie)

Laya Healthcare - [www.layahealthcare.ie](http://www.layahealthcare.ie)

Aviva Health Insurance - [www.avivahealth.ie](http://www.avivahealth.ie)

These companies offer tailor made health care plans which can be selected by employees according to their requirements. Subscriptions can be deducted from salary payments. Competitive rates are available to UCC staff. Further information is available on these providers

via the Department of Human Resources.

The differences in cover between the various plans are highly complex. Contacting each company to assess which plan may be most suitable for your individual needs is best.

## **Personal Taxation**

Income tax is deducted from employees' wages by their employers under a Pay as You Earn (PAYE) scheme and is calculated according to the annual salary received. For further and complete information concerning your own personal taxation situation, you are advised to contact the Revenue Commissioners directly. Information for those new to the Irish personal taxation system is available on the Irish Revenue website [www.revenue.ie](http://www.revenue.ie)

## **11. USEFUL WEB LINKS**

You Tube [www.youtube.com/uccireland](http://www.youtube.com/uccireland)

Facebook [www.facebook.com/universitycollegecork](http://www.facebook.com/universitycollegecork)

UCC Virtual Tour [www.ucc.ie/virtualtour](http://www.ucc.ie/virtualtour)

UCC Strategic Plan <http://www.ucc.ie/en/strategicplanning/strategic/>

### [www.movetoireland.com](http://www.movetoireland.com)

Comprehensive website providing specific information for those relocating to Ireland from abroad.

### [www.cork-guide.ie](http://www.cork-guide.ie)

For general information on accommodation, restaurants, shopping, transport and weather in Cork.

### [www.citizensinformation.ie](http://www.citizensinformation.ie)

Information on living and working in Ireland and information on public services. This website is a gateway to many Irish services.

### [www.emigrant.ie](http://www.emigrant.ie)

Basic Information on Living and Working in Ireland including information on income tax and Pay Related Social Insurance (PRSI), housing, health services, citizenship and naturalization, the cost of living and education.

### [www.corkcity.ie](http://www.corkcity.ie)

General interest site from Cork City Council providing information on Cork City.

### [www.cso.ie](http://www.cso.ie)

Statistical information from the Government body responsible for compiling Irish official statistics on the economy, employment, trade, industry, population and the national accounts.

## INFORMATION FOR CANDIDATES CALLED TO INTERVIEW

### 12. INTERVIEW FORMAT

#### Academic Appointments

Candidates for Academic posts are ordinarily interviewed by a Selection Board consisting of a number of internal staff members of the University and at least one external member.

Interviews for Academic posts are of approximately forty-five minutes' duration depending on the seniority of the position.

Candidates can expect to be questioned on their teaching experience, research record and academic administration and contributions to date. They would also most likely be asked to outline their interest in the particular post and their future plans in the area.

It should be noted that candidates will also be expected to give a presentation prior to the interview. Such presentations are organised by Human Resources together with the relevant school/department and information relating to these will be forthcoming from a named staff member within that department.

Candidates can normally expect to be informed of the outcome of the interview within ten working days.

Should you require further information, please contact the Department of Human Resources, via e-mail to [recruitment@ucc.ie](mailto:recruitment@ucc.ie) or by telephone on 021 490 3603.

#### Non Academic Appointments

Candidates are ordinarily interviewed by a Selection Board consisting of a number of internal staff members of the University and for certain posts additionally, an external member.

The duration of interview is as detailed in the candidates invitation to interview letter.

Candidates could expect to be questioned on their work experience, skills and education and training record to date. They would also most likely be asked to outline their interest in the particular post and their future plans in the area.

Candidates can normally expect to be informed of the outcome of the interview within ten working days.

Should you require further information, please contact the Department of Human Resources, Recruitment Office via e-mail to [recruitment@ucc.ie](mailto:recruitment@ucc.ie) or by telephone on 021 490 3603.



*President's Garden*

### **13. DIRECTIONS TO THE MAIN CAMPUS [See Campus Map – 14]**

The main campus of UCC is half a mile west of Cork city centre, about 15 minutes' walk along Washington Street. The College Gates on Western Road are ceremonial (foot access only): the entrance to the main campus is on College Road, and there are side entrances on Donovan's Road, Gaol Walk and other entrances on College Road. Other UCC locations around the city tend to have a single main entrance.

There are usually plenty of taxis in the city and at the airport, rail and bus stations, but check the location of the interview and make sure you give the driver the correct address. Taxis from the city centre cost about €8. ABC Taxis (021) 4961961 and Cork Taxi Co-op (021) 4272222 are two taxi firms that operate throughout the city and surrounds.

#### **By Car**

From the city centre, follow the signs to Killarney and West Cork: Go west out of the city along Washington Street; go through the first two traffic lights. Pass the River Lee Hotel on your left. Turn left at the third traffic lights by the old College gates (if you are walking you can enter the campus here or through the next gates up Donovan's Hill). Go up Donovan's Road, past the Honan Chapel on your right; At the top of the hill, turn right onto College Road; For the main entrance to the College go 200m further down College Road, on your right. Detail on: [Cork City and Main Approach Routes](#)

#### **Parking – See Maps, Section 14**

Parking on the main campus is EXTREMELY restricted and is limited to permit holders, deliveries, those on official business and cars with disabled stickers. Other UCC locations have very limited

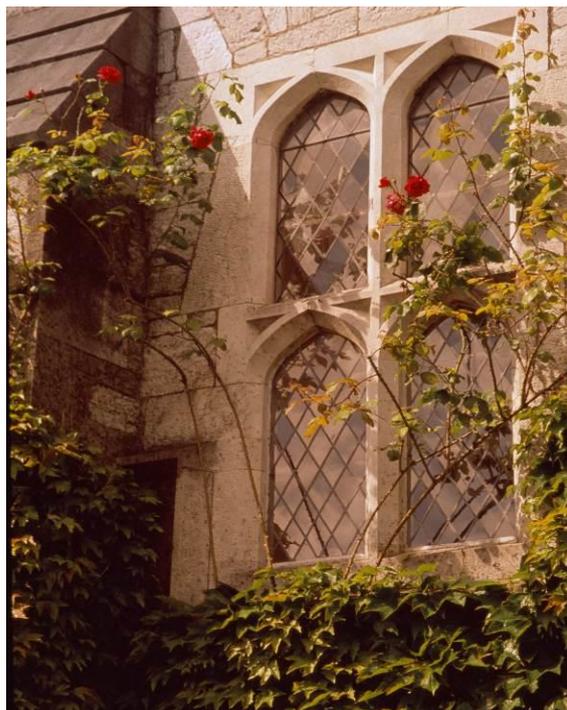
visitor parking particularly during term time. Some visitor parking may be found in Perrott's Inch and Perrott Avenue car parks on an hourly charge.

Perrott's Inch car park is located on Gaol Walk and may be reached by passing the main UCC entrance on Western Road and turning left at the next traffic lights. The car park is located on the left hand side before the bridge.

To get to the Perrott Avenue car park, drive to the top of Donovan's Road and turn right into College Road. Perrott Avenue car park will be immediately on your left. If you are driving to UCC for interview, please allow yourself plenty of time to find parking. Detail on: [Visitor Parking](#)

### By City Bus

UCC is served by two City Bus routes (No.205 and No.208) connecting the campus to Cork City Centre via Washington Street and St Patrick Street. Bus stops are located on College Road/ O'Donovan's Road (Route No.205—with services every 15 minutes Monday to Friday) and Western Road (Route No. 208—with services every 10 minutes Monday to Friday). Route No 210 buses serve Bandon Road at close walking distance to the Main Campus. Detail on: [Bus Routes Serving UCC](#)



### By Train

Train services to Cork are operated by [Iarnród Éireann](#) (Irish Rail) and stop at Kent Station. Accessibility to Cork is excellent with an hourly intercity service [to and from Dublin Heuston Station](#) with a travel time of 2.5 hours. There are also frequent commuter services to/from Mallow, Midleton and Cobh.

City bus [No 205](#) services operate between Kent Station and UCC. Taxis from the train station to UCC cost approximately €10.

See the [Train and Bus to UCC](#) Map. Full details on train times can be accessed via [Irish Rail](#) or by contacting Rail Passenger Enquiries 021 4557277.

## **By Coach**

Express coach services to Cork from Dublin and Dublin Airport are operated by [Aircoach](#) and [GoBe](#)) and from Limerick/Galway, operated by [CityLink](#).

In addition [Bus Eireann](#) operates an Expressway service from Dublin to Cork, with the service operating 6 times per day (every two hours from 7.30 am to 5.30 pm) and a journey time of three hours.

Taxis from the bus station cost approximately €10. There is an overnight coach to and from London (Victoria Bus Station) which travels via the ferry service between Rosslare (Co Waterford) and Fishguard or Milford Haven (Wales).

## **By air**

Cork Airport has frequent flights to London with Aer Lingus (Heathrow and Gatwick) and RyanAir (Stanstead and Gatwick) and to a wide range of other UK and European destinations. A full range of airlines and destinations can be accessed via [Cork Airport](#). Taxis from the airport cost approximately €18 and there is also an airport bus every hour during the day. All the major car rental companies have desks at the airports.

## **Entry Visas**

People from certain countries need a valid Irish entry visa before they can land in the country. You do not need a visa to land in Ireland if you are a citizen of one of the countries listed on the following link <http://www.foreignaffairs.gov.ie/home/index.aspx?id=8605>

If you are not from one of the countries listed above you will require an entry visa. To apply, contact the Irish embassy or consulate in the country where you live. It may also be possible to apply online if you live in a country where the online facility is available. [Information on Visa Entry Requirements](#)

Please note: The standard non-refundable visa application processing fee is €60 for a single-journey visa. This will be valid for one entry into the State within 90 days of issue. If you then wish to leave the State (this includes travel to Northern Ireland) you will then need a re-entry or multiple-entry visa to re-enter the State.



*Blarney Castle*

#### 14. CAMPUS MAPS

**Download:**

**Main Campus Map at:**

<http://www.ucc.ie/en/visitors/maps/>

**Visitor Parking Map at:**

<http://www.ucc.ie/en/visitors/parking/>

**Places to Eat on Campus:**

<http://www.ucc.ie/en/visitors/eating/>