CANDIDATE INFORMATION

Engineering Manager – III/V
Ref AMK-2

Contract Full Time/Fixed Term

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

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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 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 (Federation for Environmental Education, Copenhagen).

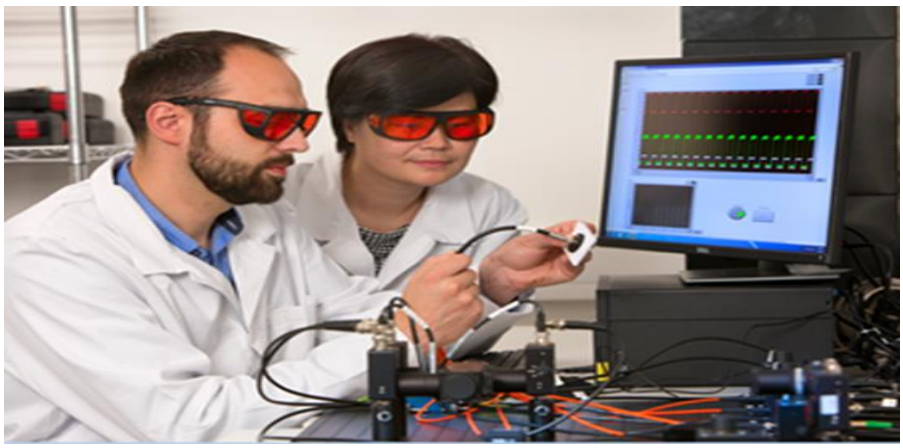
UCC has an ancient heritage with a modern focus. Our own Professor Michael J. O'Kelly excavated the world's oldest astronomically aligned structure at Newgrange. Our first Professor of Mathematics, George Boole, wrote his "Laws of Thought" here, which provides the basis for all modern-day computer science.

Our graduates are found excelling in every walk of life throughout the world, from poet to politician, from nuclear scientist to philosopher. Today, UCC's student body of some 20,000 includes over 2,800 from 100 countries across all continents. We employ 2,700 professionals. Over one third of our academic staff have 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 trust, 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 the Institute

Tyndall National Institute

We are a leading European research centre in integrated ICT (Information and Communications Technology) hardware and systems. Specialising in both electronics and photonics – materials, devices, circuits and systems – we are globally leading in our core research areas of:

- Smart sensors and systems
- Optical communication systems
- Mixed signal and analog circuit design
- Microelectronic and photonic integration
- Semiconductor wafer fabrication
- Nano materials and device processing

Central to our mission is delivering economic impact through research excellence. We work with industry and academia to transform research into products in our core market areas of agri-food, communications, energy, environment and health. We generate approximately €30m in income each year, with over 85% coming from competitively won contracts. With a network of over 200 industry partners and customers worldwide, we are focused on delivering real impact from our excellent research. Our ambitious five-year strategic plan, developed in 2013, sets out a clear strategy to create employment and build critical mass within the Irish technology space.

As the national institute for photonics and micro/ nanoelectronics and a research flagship of UCC, the institute employs 500 researchers, engineers and support staff, with a cohort of 120 full-time graduate students. Together we generate over 230 peer-reviewed publications each year. Our institute hosts the only full Silicon CMOS, Micro-Electro Mechanical Systems (MEMS) and III-V semiconductor wafer fabrication facilities and services in Ireland. We are experts at designing, miniaturising and prototyping products to drive connectivity.

At Tyndall, we deliver research and innovation in Europe with local and global impact. Since the launch of Horizon 2020 in 2014, we have participated in 39 projects with total value of €250m, from which the European Commission contributes 70% and the

balance is largely matched by industry partners. The investment in our activities from these projects is over €22m with an additional €18m going to our Irish partners, including €11m to industry (translating to ca. 50 jobs).

We are the lead institution for the Science Foundation Ireland funded Irish Photonics Integration Centre (IPIC) and the ESA Space Solutions Centre Ireland. We host industry aligned research centres; Microelectronic Circuits Centre Ireland (MCCI); International Energy Research Centre (IERC) and The Centre for Future Networks and Communications (CONNECT).

3. Job Description – Engineering Manager III-V

Role Description

Reporting to Head of Group (HoG) the Engineering Manager will be responsible for developing new, and sustaining existing, cleanroom processes and technologies to fit multi project requirements in the area of III/V wafer processing and device fabrication. The Engineering Manager will be expected to create imaginative and cost effective solutions to critical fabrication process or engineering problems. At this level the role is largely independent, building on his/her own expertise while assuring the availability of a learning environment for less experienced engineers, researchers and technical staff and supporting the development of experienced personnel.
Responsibilities

Operational

- Manage operational and engineering issues within the III/V cleanroom.
- Implement industry best practice and ensure adherence to safe operational practices for all of the activities in the cleanroom
- Manage cleanroom engineers and technical staff work performance
- Ensure all housekeeping operations of the area are completed, eg. particle counts, laboratory cleaning, user discipline monitoring and general organisation.
- Prepare technical reports on projects/processes as well as monthly reports for the HoG
- Liaise with the maintenance team on equipment maintenance issues.
- Ensure the efficient use of the laboratory equipment by all users, utilising laboratory control software where applicable
- Represent SP&S at regular user group meetings and interact closely with group representatives.
- Develop suitable KPIs for the work of the team and report monthly thereon.
- Promote and implement safe working practices within laboratory areas
- Build and maintain positive relationships with other area engineering managers and HoG and develop an understanding of inter area work flow boundaries and possibilities in order to contribute to the overall development of the group

Processes

- Promote process excellence by ensuring work practices/systems align with current best practice
- Coordinate and control processes by use of electronic work flow systems
- Work with the equipment maintenance team and the cleanroom staff and users to proactively drive process equipment performance through a combination of improved uptime and standardised baseline processes on all the key process tools.
- Work with process personnel from different fabrication groups within SP&S to promote cross lab learning and knowledge transfer

Customers / Users

- Manage all III / V customer interactions

- Provide input to facilitate work up of job costs
- Develop and implement appropriate training programmes for the process team and researchers applying for cleanroom and equipment access.

Compliance
- Ensure all activities are compliant with the Tyndall Quality Management System.
- Ensure all activities are compliant with the required Health and Safety standards including generation and review of Risk Assessments (RAs) and Standard Operating Procedures (SOPs).

Note: As the university continues to expand and evolve, it is likely that flexibility in regard to the allocation of specific duties will be necessary. Accordingly, the list of duties specified above is not intended to be exclusive or restrictive; duties may be added or withdrawn but any such alteration will take place only after consultation with the appointee.

Selection Criteria
Decisions made at short listing and interview will be based on the following:

Essential Criteria
- Degree in Engineering, Science or related discipline
- Minimum 10 years semiconductor wafer process engineering experience in a commercial or R&D wafer fabrication facility
- Strong technical skills (>5 years' experience in, and demonstrated development of) at least two fabrication technology areas eg Photolithography and Deposition
- Excellent organisational skills and experience of working with a range of different demands on a wide variety of subjects, whilst coping with competing priorities and meeting deadlines
- Demonstrated ability to liaise with customers (internal or external) and translate customer requirements into practical fabrication processes
- Excellent communication skills, written and verbal
- Previous experience in managing process engineers and technicians in a cleanroom environment
- Familiarity with standard software tools – Word, PowerPoint, Excel as well as experience in the use of an electronic work flow system to ensure efficiency and control of laboratory processes
- Significant experience and track record of operating to a budget and providing cost estimates

In addition, the successful candidate should display the competencies detailed below.
- Team Leadership
    - Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise
    - Strives to develop and implement new ways of working effectively to meet objectives

- Places high importance on staff development, training and maximising skills & capacity of team including coaching and mentoring of other process personnel when requested in areas of equipment use, quality control and problem solving
- Is flexible and willing to adapt, positively contributing to the implementation of change

- Analysis & Decision Making
  - Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
  - Takes account of any broader issues and related implications when making decisions
  - To identity cost saving and income generating opportunities for the area

- Management & Delivery of Results
  - Takes responsibility and is accountable for the delivery of agreed objectives
  - Structures and organises their own and others work effectively
  - Delegates work effectively, providing clear information and evidence as to what is required
  - Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

- Interpersonal & Communication Skills
  - Builds and maintains contact with colleagues and other members of the institute to assist in performing role
  - Acts as an effective link between staff and senior management
  - Encourages open and constructive discussions around work issues
  - Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
  - Presents information clearly, concisely and confidently when speaking and in writing

- Specialist Knowledge, Expertise and Self Development
  - Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the centre and effectively communicates this to others
  - Has high levels of expertise and broad knowledge relevant to his/her area of work

- Drive and commitment to the values of Tyndall National Institute
  - Demonstrates resilience in the face of challenging circumstances and high demands
  - Ensures that customers are at the heart of all services provided

Please note: Candidates who do not demonstrate that they meet the criteria as detailed above will not be shortlisted.

Candidates are requested to make a personal assessment of these criteria against their

own qualifications, skills and abilities to assess whether they should apply for the post.

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

Any queries relating to this position can be directed to Dr. Anne-Marie Kelleher at annemarie.kelleher@tyndall.ie

Appointment may be made on the Grade 6A Admin II Scale (B) €58,217 – €73,493, Scale (A) €55,394 – €69,946. In all instances the successful appointment will be at the first point of the scale

The closing date for applications is 5.00 pm Monday, 23rd July 2018.

Shortlisting of candidates will be conducted on Tuesday, 24th July 2018.

Interviews will be held on Friday, 3rd August 2018.

Application Instructions
Step 1 - candidates should apply in confidence by clicking here to download and complete the application form.
Step 2 – return the completed application form, together with your cv and motivation letter to careers@tyndall.ie. Handwritten forms will not be accepted.

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

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.

At this time, Tyndall National Institute does not require the assistance of recruitment agencies.

Tyndall National Institute at University College, Cork is an Equal Opportunities Employer.

Conditions of Employment:

Appointment may be made on the Grade 6A Admin II Scale (B) €58,217 – 73,493, Scale (A) €55,394 – 69,946. In all instances the successful appointment will be at the first point of the scale

** 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

Normal hours of duty are Monday to Thursday inclusive 9.00 a.m. to 5.30 p.m. and 9.00 a.m. to 4.30 p.m. on Friday, with 30 minutes for lunch daily. Due to the nature and seniority of the post, however, it may be necessary to extend and vary these hours from time to time in order to meet the exigencies of the post.

Annual Leave will be **30** days per annum. This leave is exclusive of public holidays and Good Friday. The leave year commences on 1 July annually and four days annual leave must be held for the Christmas closure period.

Sick Leave: Sick leave will be granted in line with University policy in this regard which may change from time to time. You should familiarise yourself with the University Sick Leave Policy and University Sick Leave Management Policy.

The **tenure** of the post is **full time/fixed term**, 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 month's 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: New entrants 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.

In addition, additional dependants' benefits can be provided by membership of the **Voluntary Life Assurance Scheme.**

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 .08%

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.

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.

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. The following is a list of employments in respect of which an employment permit shall not be granted

http://www.djei.ie/labour/workpermits/ineligiblecategoriesforemploymentpermits.htm

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.

Shortlisted candidates for posts shall be required to appear in person before a Board of Assessors in Cork, in which case travelling and subsistence expenses at approved rates will be paid.

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.

References will be sought in relation to all candidates invited to attend for interview.

Candidates may be required to produce documentary evidence to support any statements made by them on their application form or any supporting documentation.

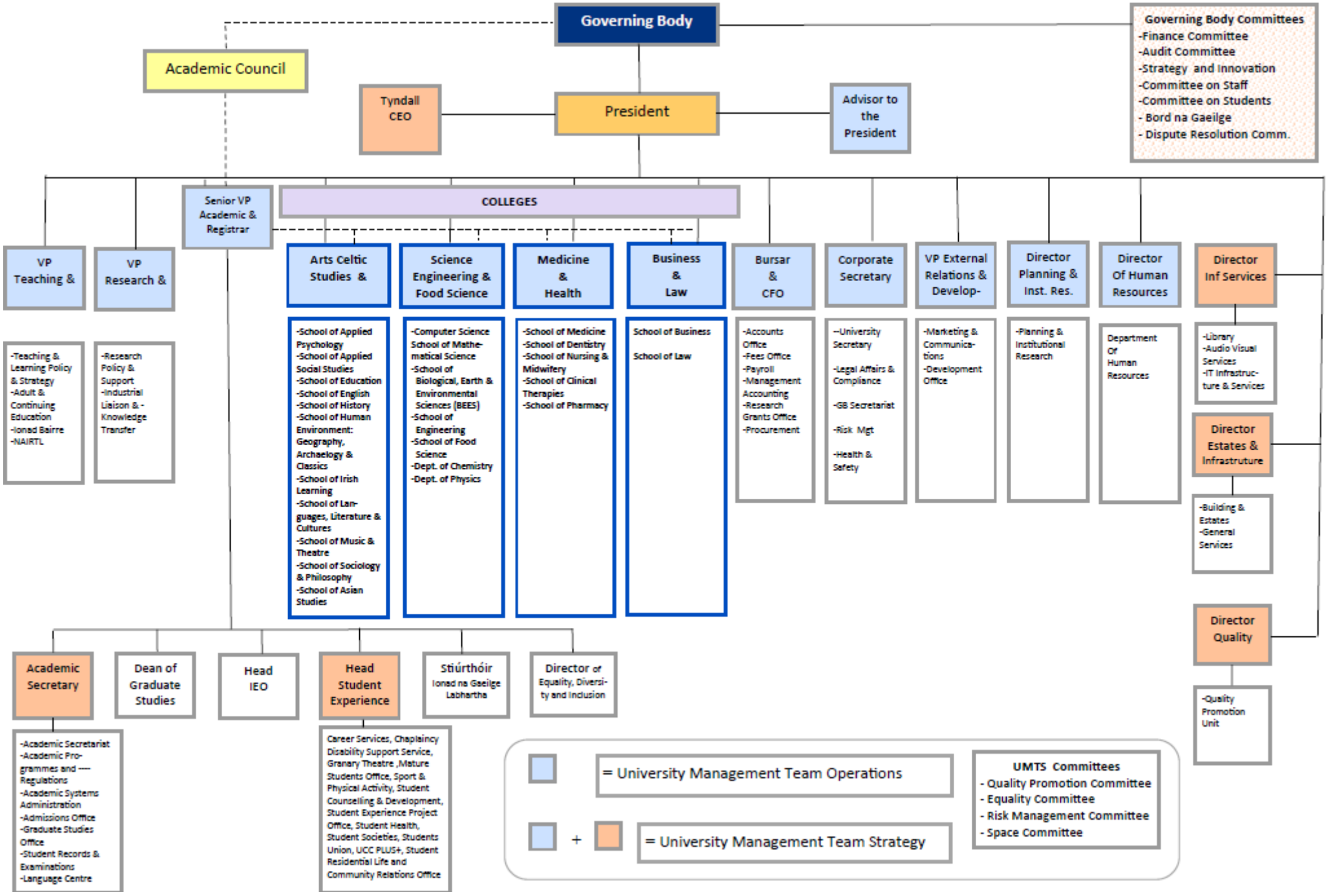
Note: Candidates should note that any inaccurate information will invalidate their application.

4. TYNDALL NATIONAL INSTITUTE & UNIVERSITY STRATEGIC PLANS

Details of the Tyndall National Institute Strategic Plan can be found on
https://www.tyndall.ie/strategy

Details of the UCC Strategic Plan can be found on
http://www.ucc.ie/en/strategicplanning/strategic/

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][12]

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
- Science, Engineering and Food Science

[1] See also: http://www.ucc.ie/en/about/UCCHistory/
[2] For alumni of UCC see: http://www.ucc.ie/en/alumni/who/

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.

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** and the Tyndall National Institute. See **http://www.tyndall.ie/** . Indeed in early 2013, the University has been extremely successful in a recent SFI Research Centre programme, the largest joint state/industry research investment (€300m) in Irish history: UCC is to lead four of the seven centres, co-lead a fifth and is partner in the remaining two centres.

http://www.ucc.ie/en/news/newsarchive/fullstory-215713-en.html

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. 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/

Cork based auctioneers, estates agents and property management company
www.choices.ie

Residential lettings and sales
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

Irish property News - Online publication providing property listings and information relating to buying a property in Ireland.
www.irishpropertynews.com

Property website and home portal providing property, services, home and garden products and online mortgages.
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

Laya Healthcare - www.layahealthcare.ie

Aviva Health Insurance - 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**

10. USEFUL WEB LINKS

You Tube **www.youtube.com/uccireland**

Facebook **www.facebook.com/universitycollegecork**

UCC Virtual Tour **www.ucc.ie/virtualtour**

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

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

www.cork-guide.ie
For general information on accommodation, restaurants, shopping, transport and weather in Cork.

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

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

11. INTERVIEW FORMAT

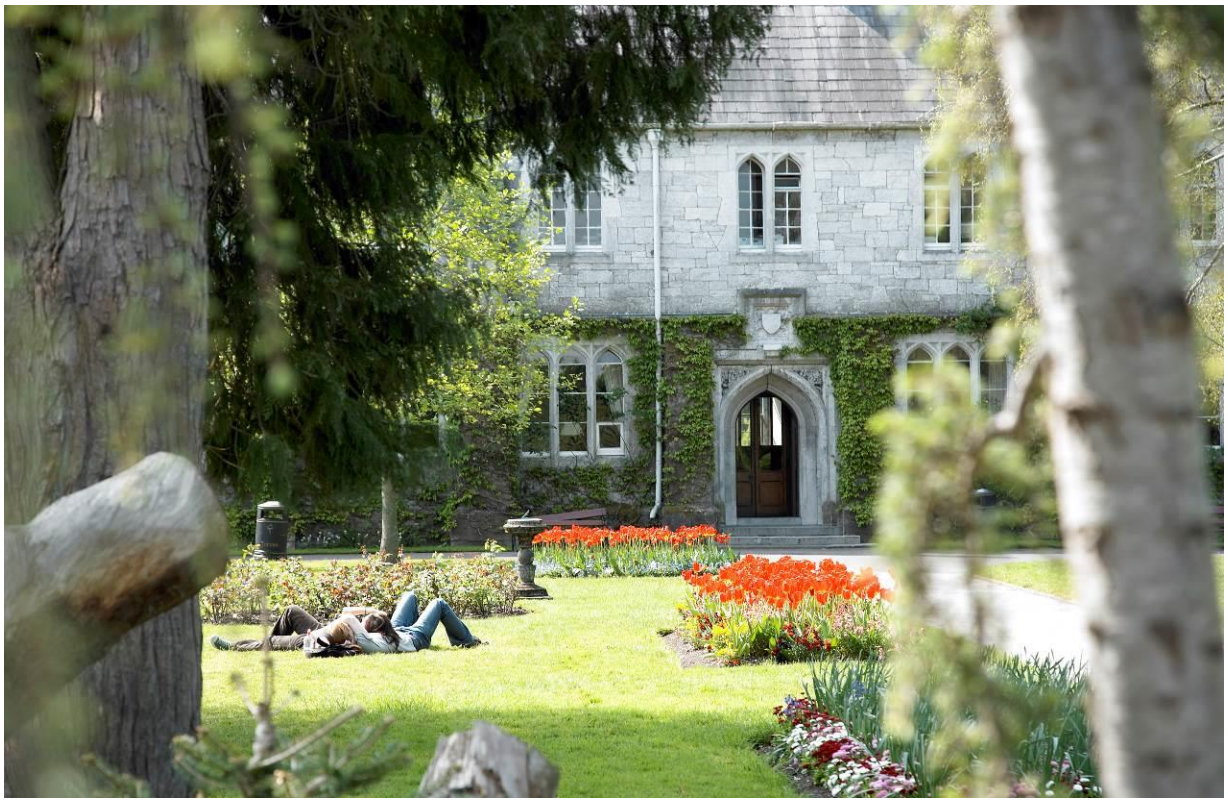
Non Academic Appointments

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.



President's Garden

12. DIRECTIONS TO THE TYNDALL NATIONAL INSTITUTE

These are available here https://www.tyndall.ie/contact-us

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.

Cork City

13. EXPENSES FOR CANDIDATES ATTENDING FOR INTERVIEW

Candidates travelling from a distance of at least 120km outside of UCC are entitled to claim expenses for travelling to UCC, on production of original and complete receipts in accordance with the following **maximum allowance limits**:

Candidates travelling from within Ireland (including Northern Ireland)	€125
Candidates travelling from Great Britain	€250
Candidates travelling from mainland Europe	€500
Candidates travelling from all other locations	€1,200

Candidates should always choose the most economical means of travel. Public transport should be used where feasible and public transport costs at the standard class train rate will be re-imbursed, irrespective of car usage where such direct public transport exists. Full details on the candidate expenses policy can be found at: https://www.ucc.ie/en/hr/policies/recruitment/expenses/

Accommodation
Costs of accommodation should be borne out of the allowance available as detailed. There are a number of suitable guesthouses in the vicinity of the University as follows:

Garnish House, Western Road (Tel +353 21 427 5111)

Crawford House, Western Road (Tel +353 21 427 9000)

Prices: Approximately €60 for a single room.

Administration
An expenses form https://www.ucc.ie/en/hr/policies/recruitment/expenses/ should be completed and receipts must be submitted in respect of costs claimed and should be securely attached.

Please forward the completed expenses form to the Recruitment Office for approval following interview.

Payment will be made directly into a candidate's bank account on completion of the required bank details on the expenses form.

Expenses Claims, once submitted, will normally take a minimum of six weeks to process.

Should you have any queries concerning this expenses policy or require any further assistance or additional information, please contact the Department of Human Resources, Recruitment Office on 021 490 3603 or e-mail: recruitment@ucc.ie

Blarney Castle

14. CAMPUS MAPS

Download:
Tyndall National Institute at:
https://www.tyndall.ie/contact-us

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/