CANDIDATE INFORMATION

Training Programme Manager – IPIC
Ref PMO-29

Full Time/Fixed Term

UCC
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

CONTENTS

Information for Candidates

1. Welcome from the President
2. Information on the Tyndall National Institute
3. Job Description & Terms & Conditions
4. Tyndall National Institute & University Strategic Plans
5. University Organisational Structure
6. About Cork
7. University College Cork
8. Equality of Opportunity Statement
9. Personal & Professional Development and Staff Wellbeing
10. Housing, Education, Medical Insurance & Tax Information
11. Useful Web Links

Additional Information for Shortlisted Candidates

12. Interview Format
13. Directions to Tyndall National Institute and UCC
14. Expenses for Candidates Attending for Interview
15. Campus Maps

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).

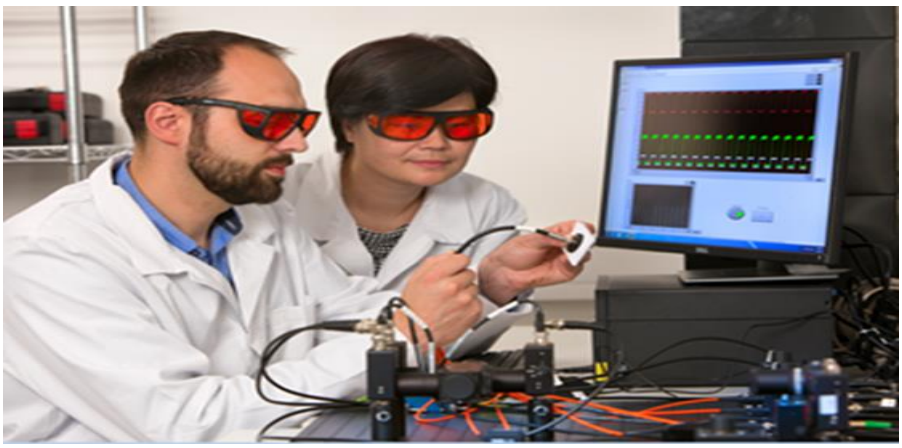
UCC has an ancient heritage with a modern focus. Our own Professor Michael J. O'Kelly excavated the world's oldest astronomically aligned structure at Newgrange. Our first Professor of Mathematics, George Boole, wrote his "Laws of Thought" here, which provides the basis for all modern-day computer science.

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."

UCC has set out an ambitious Academic Strategy which has supported the university during its pivot online and it sets out a road map for our academic plan in the coming year. 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



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 : PMO-29 Training Programme Manager – IPIC

Role Description

The Irish Photonic Integration Centre (IPIC – www.ipic.ie) at Tyndall National Institute seeks a dynamic and people focused Training Programme Manager. IPIC is Ireland's centre of excellence for research, innovation and PhD training in photonics – the science and application of light – which represents a $0.5 Trillion global industry. Today we have over 200 researchers from the Tyndall, Dublin City University, Munster Technological University, Trinity College Dublin and University College Cork. Our work focuses on developing the next generation of highly-compact and miniaturised photonics technologies that underpin the digitalisation of the globe, support our transition to a greener more sustainable world and help the health & wellbeing of citizens. This includes high efficient displays for VR/AR, smart medical devices for improved patient outcome and sensors for point-of-care diagnostics and wearable devices. We have an international industry network, including some of the world's leading technology companies and Ireland's high performing SMEs, who we work with to address their technology and talent needs (around 70% of our trainees currently work in industry).

We have an ambitious plan to expand our structured training programmes, at both PhD and Postdoc levels, and as a result are seeking to recruit a Training Programme Manager who will provide **strategic leadership** and deliver the following programmes, which represent an investment of over €10M:

- The Centre for Doctoral Training in Photonic Integration & Advanced Data Storage (PIADS), in partnership with Queen's University Belfast and the University of Glasgow, which is training 75 doctoral students. (www.cdt-piads.ac.uk)
- *Sparkle,* a fellowship training programme funded by the MSCA-COFUND programme and SFI, with the objective to train 27 future research leaders. (www.ipic.ie/sparkle)
- Deliver our vision that by 2025 the programme will have expanded to create the IPIC Academy, incorporating all PhDs and Postdocs across IPIC, a community of over 150 trainees.

You will deliver a world leading training experience and support our trainees achieve their career ambitions, while also nurturing a culture of continuous improvement. In addition, you will be the first point of contact for PIADS and Sparkle and will lead the engagements with our university partners, industry partners and funders.

Key Responsibilities

- Work with the Director, Centre Manager and Principal Investigators across IPIC's academic partners to build and deliver high quality training and development programmes that span across the organisations.

- Lead recruitment drives to attract high calibre candidates from Ireland and overseas, and co-ordinate candidate selection processes.
- Oversee secondments to industry, and in partnership with Technology Transfer Offices, manage associated issues such as confidentiality and IP.
- Be an active board member at steering board or management committees where appropriate.
- Provide strategic leadership to the development of IPIC's training plans and programmes, incorporating inputs from stakeholders such as industry.
- Be a member of the IPIC Operations team who support the centre's ambition and activities to become one of Europe's leading photonics research centres.
- Project and budget management of PIADS, Sparkle and associated training programmes.
- Co-ordinate associated training events, such as Summer and Winter Schools, conferences.
- Coordinate engagements with international photonics associations and students chapters.
- Working with the Centre Director and Centre Manager, prepare presentations and reports to funding bodies, programme committees and international peer review panels.
- Support our Education and Public Engagement activities.
- Establish feedback processes and utilise feedback to continuously develop and optimise training programmes.
- Engage with graduate schools at partner organisations to ensure seamless administration and compliance to marks and standards for graduate students.
- Ensure all activities are compliant with the required Health and Safety standards.
- Carry out any additional duties as may reasonably be required within the general scope and level of the post.

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 detailed above is not intended to be exclusive or restrictive, duties may be added or withdrawn but any such alterations will take place within the remit of the head of department/office and after consultation with the appointee.*

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

Essential Criteria

- Have a degree in a physical sciences or engineering subject.
- Typically with 5 years' experience working in either a research or training centred organization.

- Have a track record of developing and managing complex projects with numerous stakeholders.

Desirable Criteria

- Experience of Centres of Doctoral Training and/or Marie Skłodowska-Curie Actions (MSCA) Training Networks programmes.
- Have professional Project Management accreditation.
- Have technology background experience in photonics, microelectronics, ICT or MedTech.
- Experience of drafting proposals and reports to national and international funding bodies.
- Have organised meetings and/or events that had attendees of over 20.
- Experience with student support.
- Demonstrated record of people skills, specifically of developing and maintaining positive working relationships with internal and external peers, stakeholders and others
- Ability to work on own initiative and to manage high workloads
- A team player with experience working with business functions, such as HR, finance and legal.

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.

The University has determined a set of **competencies**, which are a requirement for this post.

Informal enquiries can be made in confidence to the Patrick Morrissey at patrick.morrissey@tyndall.ie.

Further information on the Department is available at website address.

Appointment may be made on the Grade 6 (Admin III) salary scale - €51,553 to €61,551 per annum. Salary placement on appointment will be in accordance with public sector pay policy.

Candidates should apply, in confidence, **before 9th December, 2021** by emailing a completed application form together with CV and motivation letter to careers@tyndall.ie.

Handwritten forms will not be accepted. No late applications will be accepted.

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

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

Salary scale [new entrants]: the Grade 6 (Admin III) Salary Scale: € €51,553 to €61,551 per annum (Scale B) . ***Salary placement on appointment will be in accordance with public sector pay policy.***

** 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 29 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: The appointee will become a member of the Single Public Service Pension scheme, which provides personal retirement benefits as well as benefits for spouses and children. The contribution rate comprises 3% of pensionable remuneration and 3½% of net pensionable remuneration. Tax relief is accrued on these payments.

Additional dependants' benefits can be provided by membership of the **Supplementary Life Assurance Scheme.** You will be automatically included as a member of the scheme on commencement of your employment but you may elect to opt out of the scheme at any stage. The current membership rate is 0.26% of your salary.

Membership of the **Group Personal Accident Scheme** shall apply to all employees, subject to individual acceptance by the Insurance Company. The salary quoted is subject to a deduction from salary at the rate of .06%.

The UCC **Income Continuance Plan** (ICP) provides a source of income in the event of long or short-term temporary disability. As part of your contract of employment you will be **automatically** included in the ICP with effect from the same date provided you have not previously opted out of the plan or you have been declined for cover under previous contracts of employment with UCC. The cost of membership of the plan will be deducted from your salary. The current membership rate is 1.05% of your salary.

The **Pay Related Social Insurance Class** A1 rate of Pay Related Social Insurance (PRSI) applies to the post.

Voluntary Health Insurance: A VHI/Laya/ Aviva Health/ HSA/GloHealth group scheme is in operation and contribution may be deducted from salary, with effect from the Scheme's renewal date (May of each year).

Additional benefits: We offer progressive employment and training policies including opportunities for further studies. Staff can avail of membership of a variety of clubs and societies and a wide range of facilities on campus, including a leisure centre.

As an equal opportunities employer we offer a comprehensive suite of flexible working and family friendly initiatives. A list of such initiatives is available on our webpage here https://www.ucc.ie/en/hr/policies/development/.

An offer of appointment to a candidate who does not have EU nationality **is subject to the granting of a Work Permit** by the Department of Business, Enterprise & Innovation. The following is a list of employments in respect of which an employment permit shall not be granted

https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/

Please note that if you are considering applying for this post you must be able to supply proof of the right to work in Ireland. If you do not have the right to work in Ireland you would need to obtain a **work permit**. We are obliged by European law to appoint people who are citizens of the European Economic Area (EEA) where possible. Where there is no skills shortage for a particular post, it is highly unlikely that a work permit would be granted.

Candidates are requested to make a personal assessment against their own eligibility as to whether they should apply for this post.

Certificates and Testimonials: These documents should not be sent with the application. Candidates who are selected for interview will be requested to submit the necessary documentation.

Shortlisted candidates for posts shall be required to appear before a Selection Committee. 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.

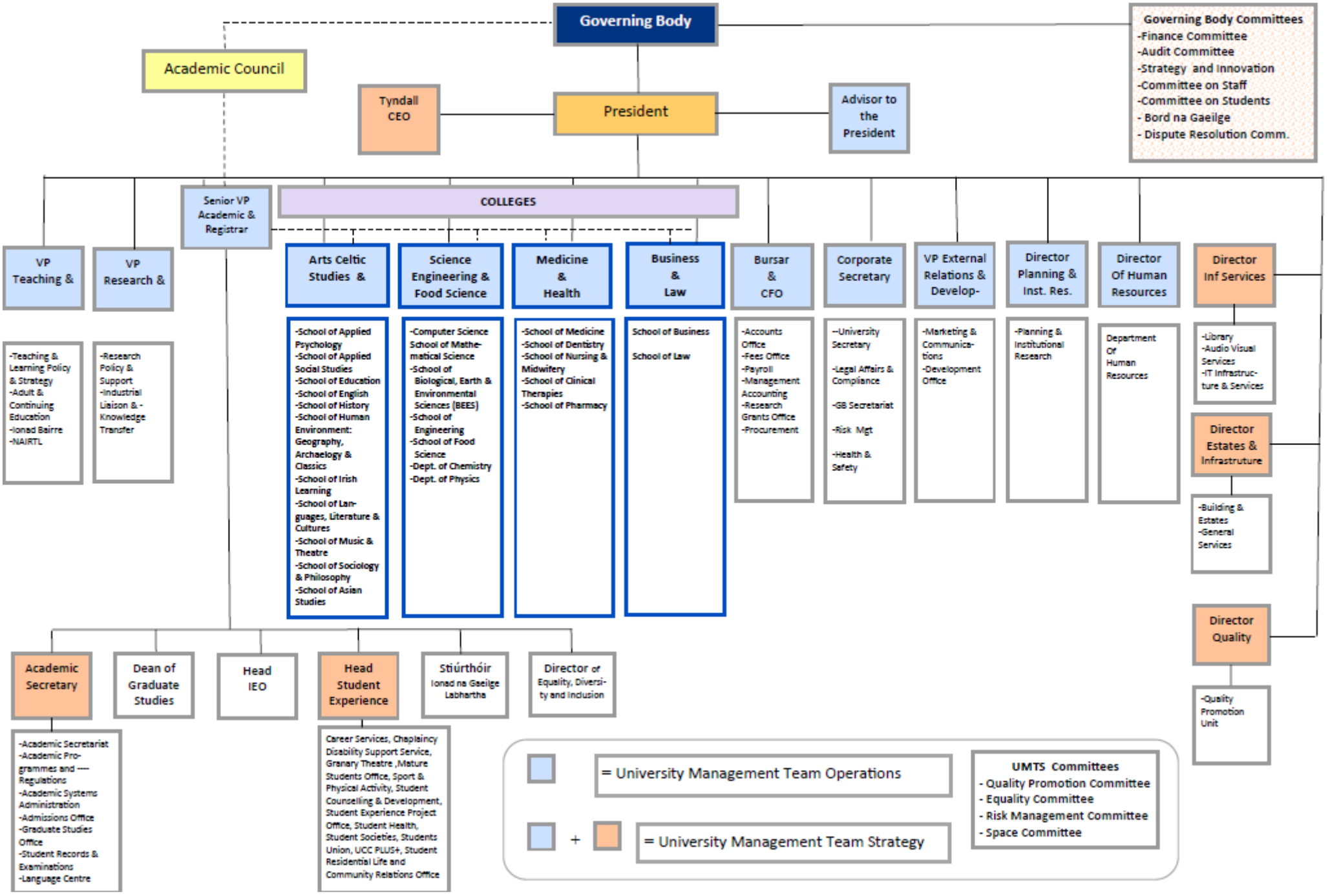
Note: Candidates should note that any inaccurate information will invalidate their application.

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

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

UCC Campus Maps are available on https://www.ucc.ie/en/discover/visit/maps/

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/

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**

11. USEFUL WEB LINKS

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

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

UCC Virtual Tour https://www.ucc.ie/en/anml/news/take-our-virtual-tour.html

UCC Strategic Plan https://www.ucc.ie/en/strategicplanning/2017/

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.

https://www.citizensinformation.ie/en/moving_country/moving_to_ireland/working_in_ireland/coming_to_work_in_ireland.html
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

12. INTERVIEW FORMAT

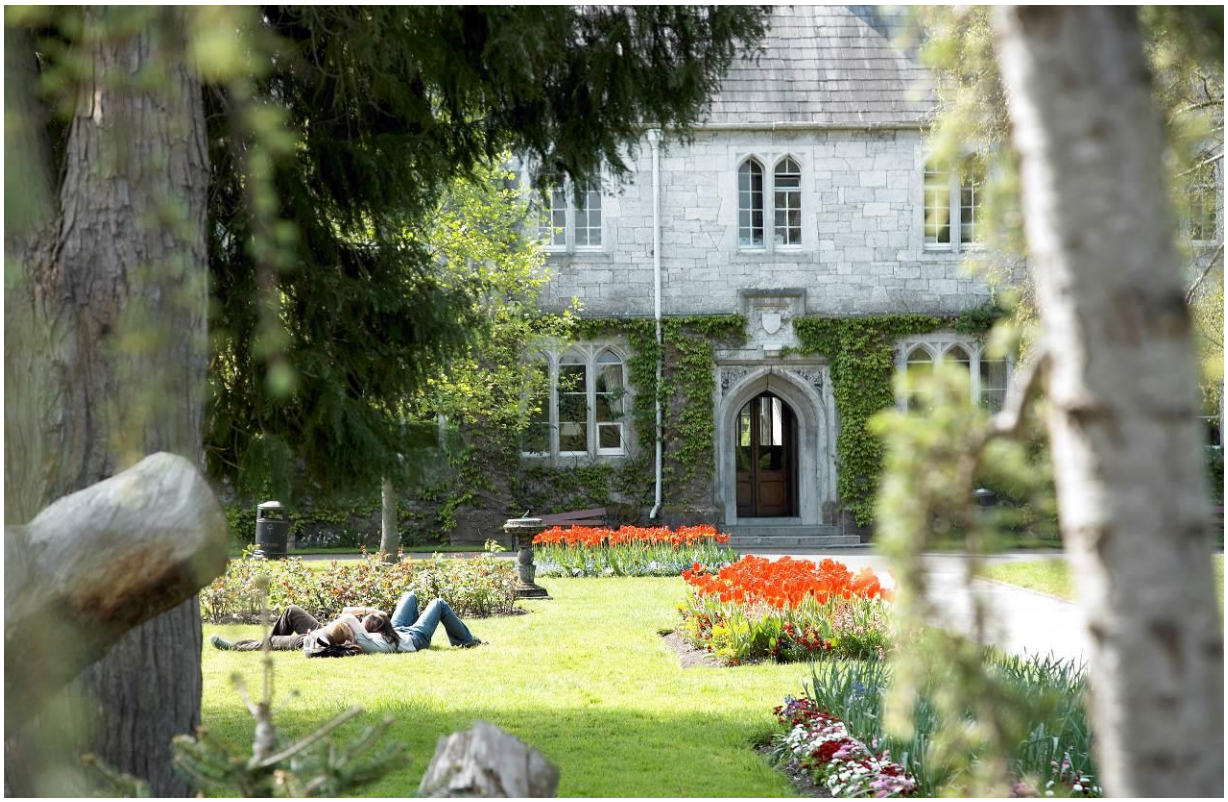
Non Academic Appointments

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 email.

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

13. DIRECTIONS TO THE TYNDALL NATIONAL INSTITUTE

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

DIRECTIONS TO THE MAIN CAMPUS [See Campus Map – 15]

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 15

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 https://www.dfa.ie/travel/visas/visas-for-ireland/

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

14. 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 us on e-mail: careers@tyndall.ie

Blarney Castle

15. CAMPUS MAPS

Download:

Main Campus Map and Visitor Parking Map are available at:
https://www.ucc.ie/en/discover/visit/maps/

Places to Eat on Campus:
https://www.ucc.ie/en/discover/visit/eating/