



**UCC**

University College Cork, Ireland  
Coláiste na hOllscoile Corcaigh

# **People and Culture Manager**

**Tyndall National Institute, UCC**

**Fixed Term Whole-time Post**

# Contents

Welcome from the President

University College Cork a place of values to Believe, Belong and Become

About UCC

UCC Facts

Organogram

Information on Unit

Job Description

How To Apply

Equal Opportunities Statement

UCC Graduate Attributes Programme

About Cork





# Welcome from the President

Many thanks for your interest in a career at University College Cork, and in joining a dynamic group of talented people working to secure the future of our people and our planet.

UCC is one of Ireland's oldest institutions of higher education, and our historic campus is in the heart of Cork city, in one of Ireland's most scenic regions, with a rich cultural heritage. Ranked in the top 2% of universities globally, UCC serves a community that is both local and global. In 2010, UCC was the first third level education institution in the world to receive the Green Campus award, and today we proudly fly our Green Flag over our Main Quadrangle following continued successful renewals. UCC has held a top ten place in the *UI GreenMetric World University Rankings* since 2010 and is now ranked 6<sup>th</sup> in the world for sustainability.

UCC is a comprehensive university providing a broad research-based *Connected Curriculum* from archaeology to zoology across its undergraduate and postgraduate programmes. UCC is the top Irish Higher Education Institution for graduate employability, and our more than 210,000 alumni excel in every walk of life across the globe. Our true strength lies in the people who work and study here, and UCC's student body of more than 24,000 includes over 4,000 international students from more than 100 countries across all continents. Of the more than 3,500 professionals employed at UCC, over one third of academic staff have come from overseas. UCC is a place of inclusion, and the diversity of our staff and students is key to realising our vision to connect and empower people to create knowledge that shapes a sustainable and inclusive world. UCC has held a bronze Athena SWAN award since 2016, and 17 of our Schools, Departments and Centres hold department-level awards.

With a strong focus on research and innovation, UCC is the leading Irish university for industry collaboration and for securing investment in Research & Development. The *UCC Futures* framework organises our research into thematic areas of excellence supporting the provision of impactful solutions to some of the most important global challenges of our time. UCC is home to several world class Research Centres including Tyndall National Institute, APC Microbiome Ireland and the UCC Sustainability Institute.

As we build on our 175-year history, we remain a student-centred, connected university, committed to attracting and developing talented minds to secure our future.

This briefing pack contains information which I hope will be useful and informative should you be selected to attend for interview here in Cork. I trust that your experience of our recruitment process will be a positive one and I thank you, again, for considering a career at University College Cork.

Best wishes,

**Professor John O'Halloran** - President



# UNIVERSITY COLLEGE CORK, A PLACE OF VALUES TO:

## BELIEVE

At UCC our mission is to meet the challenges of our time, together. When you work at University College Cork, you are joining a group of diverse thinkers and innovators committed to a sustainable future for our University, our society and our world. We rely on the collective power of our people working to create and innovate towards a common purpose.

As a leading research university, our ambition is to cultivate a distinctive research reputation in signature areas of excellence.

As a community of learning, our connected curriculum underpins a relevant, dynamic and inclusive learning experience for our students.

As the world's first Green Flag university, we are proud of our leadership in sustainability and we continue to radically reform our practices and use of space and technology to meet our ambitious sustainability and climate action goals.

## BELONG

We are committed to providing a diverse, inclusive and equitable working environment where everyone's contribution is valued and everyone has the potential to shape change and make a difference. We value the unique background, experience, and contribution that each staff member brings to our community and are looking for people who will make a difference.

If you believe in our vision and mission and would like to belong to community of people who are working together to make an impact, we would love to hear from you.

## BECOME

When you become a member of UCC's community you will be eligible for a wide range of staff benefits and rewards including the following:

- High-quality professional and leadership development opportunities, including UCC-delivered postgraduate qualifications in Learning and Teaching, as well as Professional Practice and Leadership in Higher Education
- Staff fee concessions for undergraduate and postgraduate programmes
- Outstanding sports facilities with subsidised membership for university staff and an active sports and social club and special interest groups
- Access to comprehensive wellbeing supports
- Opportunities to engage with staff within the University community through vibrant on-campus cultural events, networks and seminars
- A University level awards scheme to recognise outstanding achievements

“

Like a flock of starlings, human systems are connected, complex and adaptive, with an extraordinary ability to synchronise with each other. Leadership, in the context of a starling murmuration, is inclusive, distributed, and wholly reliant on effective and multi-directional communication.

”

PROFESSOR JOHN O'HALLORAN  
President



# About UCC

University College Cork (UCC) is an internationally renowned university where excellence in teaching and research is aligned with an inclusive and respectful environment, where all staff and students can flourish and thrive.

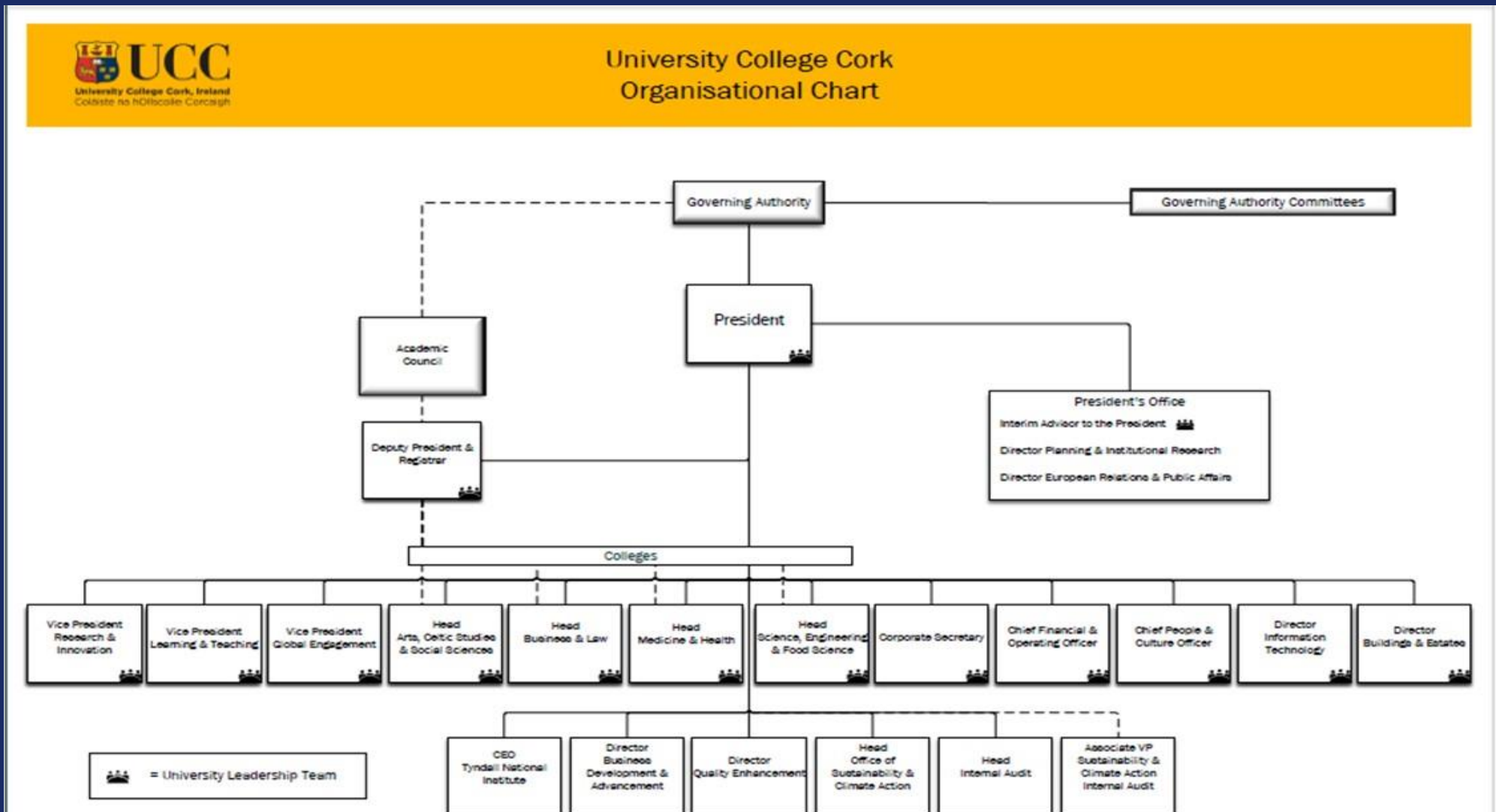
Founded in 1845, UCC is a comprehensive research-intensive institution comprising four academic Colleges, delivering a rich tradition of collaborative teaching, research and scholarship that has true global impact.



# UCC Facts



# Organogram





# Information on The Unit

## About Tyndall National Institute

Tyndall is a critical national research resource and key national research infrastructure at University College Cork (UCC), and was established in 2004 as a strategic partnership between Government and UCC.

The Institute is a powerhouse of research activity and a leading European research centre providing a national focal point for excellence in deep-tech research, development and graduate training at the convergence of micro & nano-electronics, photonics, materials and software. It is recognised as an international research leader in semiconductors, particularly as applied to the fields of Agritech & Food Security, Health & Life Sciences, Information & Communications, and Energy and Climate Mitigation. The Institute's key objective is to have a significant impact on economic development and societal challenges in Ireland.

Central to Tyndall's mission is delivering economic impact through research excellence. It works with industry and academia to transform research into products in its core application areas of electronics, communications, energy, health, agri-food and the environment. With an annual turnover of €50m, the Institute has a community of over 600 researchers, engineers, support staff, postgraduate students, interns and industry researchers-in-residence.

We are currently in expansion mode and expect to double both our physical footprint and headcount within the next 5 years. As a result, Tyndall now has a requirement for an experienced HR Manager to take the lead role in the proactive management of a busy end-to-end HR function, and in attracting, motivating and retaining the best international talent at Tyndall, while also fostering a positive and inclusive workplace.



# Role Description

**Reporting to:** Tyndall Chief Operations Officer and with a dotted line into the UCC Chief People and Culture Officer.

**Location:** You will primarily be based at Tyndall National Institute, Cork, however there will be flexibility to work a mix of onsite and remotely.

## About the role

The People and Culture Manager is a strategic leadership role both within the wider Tyndall Operations function and the UCC People and Culture function. Working within the wider Operations function, the People and Culture Manager (PCM) will support the development of a high-performance organisation, assisting in developing a culture of enterprise and managing the implementation of People and Culture strategies for Tyndall.

As a key member of the extended senior leadership team at Tyndall the PCM will direct the provision of a full range of excellent professional People and Culture services to management and staff at Tyndall.

In this senior role the PCM will be highly collaborative and results focused, with excellent interpersonal skills that enable the development of strong relationships with staff at all levels in Tyndall. A particular passion for continuous improvement across all aspects of the People and culture function will be important. The PCM will lead a motivated team of People professionals that support the complete employee journey from recruitment and onboarding to development, retention, performance management and employee relations.

This is a highly collaborative and relationship-based role working closely with all key stakeholders to ensure a first-class People and Culture experience for both managers and staff.

Reporting to the Tyndall Chief Operations Officer (and to the CEO for strategic organisational development matters) the responsibilities of the PCM will include, but are not limited to, the following:

## Leadership & management

- Working closely with the Tyndall Leadership Team you will proactively help deliver and drive the overarching People and Culture Plan and related initiatives in support of the Tyndall strategic plan.
- Managing and developing the delivery of Tyndall's People and Culture function including organisation and personnel development, leadership development, performance management, training, and talent acquisition.
- Providing organisational guidance to the Tyndall Leadership Team with the objective of maximising growth and sustainability as well as enhancing day-

to-day leadership and management in all Tyndall functions. You will provide direction, enable action and

- Managing and developing a team of people professionals able to balance both the strategic and operational elements of the role to provide high-quality people and culture services and comprehensive support and service aligned to the delivery of Tyndall strategic goals and objectives.
- In conjunction with UCC People and Culture to ensure the integrity, consistency of practice and effective implementation of policies and programs.
- As a strategic thinker, the PCM will a very effective communicator, and possess a deep understanding of People and Culture best practices.

### **As Change Agent**

- Influence and drive organisational change objectives in support of Tyndall business strategy.
- Help drive improvement in key talent acquisition and focused retention policies (in accordance with approved policies).
- Keep up to date with People and Culture practices, changing environmental context, current research, and use the expertise of other professions within Tyndall and UCC to create co-solutions to business issues. Using data to identify workplace practice trends to inform and develop preventable solutions.
- Build and maintain professional external networks to keep up to date with trend changes in the People and Culture agenda.
- Act as a diversity and inclusion champion by living the Tyndall/UCC values and behaviours, and ensuring our processes and approaches are consistent with our values and best practice.

### **As Strategic Partner**

- Understand the strategies and goals of Tyndall/UCC and translate those goals into practical People and Culture deliverables.
- Become a valued partner to the Tyndall management team through high quality advice, coaching/development, problem solving and communication.
- Drive staff engagement, greater participation, and involvement for key contributors and those with future high potential.
- Provide up to date assessments of Tyndall's People and Culture requirements and articulate how People and Culture is adapting strategies and tactics to meet those needs.
- Devise and implement organisational development strategy and initiatives in collaboration with relevant members of the People and Culture Team.
- Implement a proactive communications policy that will assist in strategy delivery and staff performance.
- Play an active role as a member of the UCC People and Culture Leadership team, in support of Tyndall interests.

## **As Employee Champion**

- Understand the multicultural and diverse Tyndall population and anticipate and address concerns, needs, and issues on a timely basis.
- Drive the further advancement of the 'People & Culture' action plans to make Tyndall a better place to work and study.
- Direct a proactive training and development programme to help produce the next generation of Tyndall leaders.
- Coach, guide, and advise managers and employees in relation to complex and contentious casework matters, including appropriate interventions in conflict management and resolution.
- Engage proactively with employee representatives as required.

## **As Operational Expert**

- Maintain and evolve meaningful People and Culture KPIs and metrics for the function.
- Implement service standards that will contribute to continuous improvement in People and Culture programs and customer services.
- Manage the ongoing development and implementation of policies, systems, and procedures for People and Culture within Tyndall.
- Work in partnership with post-holders in the wider UCC People and Culture team in relation to those activities and initiatives which require specialist knowledge and expertise.
- Ensure all activities are compliant with the Tyndall Quality Management system.
- Ensure all activities are compliant with the required Health and Safety standards.
- Perform any additional duties as may reasonably be required within the general scope and level of the post.

*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, cooperative 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**

### **Essential**

- A qualified senior People Professional with demonstrable history of success in appropriate People and Culture leadership and management roles and with a track record of success in driving change and improved outcomes to achieve organisational strategic objectives.
- A degree (preferably Masters) in a HR or related discipline.
- CIPD membership at Chartered/Fellow.
- Significant proven experience at a senior level with demonstrable successful experience influencing senior leaders and a significant background of working in a complex organisation.
- Extensive experience and knowledge of People and Culture practices: resourcing, compensation, learning and development, change management, organisational development, employee relations and career development.
- Strong experience in proactive influencing, change management, coaching and negotiating skills.
- Demonstrable experience of engagement in and successful resolution of complex Employee Relations and Industrial Relations matters and working with Trade Unions.
- Exceptional relationship building and stakeholder management skills and experience of delivery of significant change projects and related activities.
- Proven ability to lead, motivate and manage People and Culture team members.
- Commitment to continuous improvement and delivery of a quality and efficient service.
- Professional credibility with proven ability to deliver results in a complex environment.
- Comfortable with data and curious about people analytics. Ability to communicate insight to business area colleagues and influence evidenced-based people practices.
- Ability to meet challenging goals in a matrix environment (i.e. high utilization of non-direct reports).
- Excellent communication, interaction, negotiation, and problem-solving skills.
- Excellent analytical skills and attention to detail with extensive experience in reporting People and Culture related matters to senior leaders and at Board level

### **Desirable**

- Experience of the third level sector and an understanding of the related wider issues and challenges.
- Knowledge/experience of the ICT industry and related R&D environment.
- An additional relevant postgraduate or professional qualification.
- Financial and budgetary management skills.

*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*

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

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.**

## **CONDITIONS OF EMPLOYMENT**

**Salary scale** [new entrants]: Senior Admin IV Salary Scale: €91,715 – €110,250 (Scale B) / €87,131 – €104,738 (Scale A) per annum.

***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*

The **working hours** for administrative staff are 35 hours per week with normal hours of duty from 9.00am to 5.00pm Monday to Friday, with 1 hour for lunch break. 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 **Fixed Term Whole Time**, 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.
- 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.

**Pension:** The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 established the Single Public Service Pension Scheme. In general, anyone taking up pensionable public service employment on or after 1 January 2013 is a member of the Single Scheme. The Act provides that most members of the Single Scheme have a minimum pension age consistent with the age of eligibility for the State Pension (Contributory) and a compulsory retirement age of 70. A member of this group is generally referred to as a "Single Scheme member". However, applicants who have previously worked in a pensionable post (non -Single Scheme terms) in the Irish Civil/Public service, may be offered membership of the UCC Pension scheme. The normal retirement date in this scheme is age 65. A compulsory retirement date of 70 may apply depending on date of first employment in the Irish Civil/Public service. The relevant pension scheme will be confirmed to the successful applicant on completion of the Pensions Declaration form prior to taking up employment. Applicants that have previously availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should

ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Queries should be directed to an applicant's former Civil/Public Service Employer in the first instance. Applicants who are in receipt of an ill-health pension from an Irish Civil/Public Service body are required to declare that they are in receipt of such a pension.

**Pension Abatement:** If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's reemployment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012. Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application or an abatement waiver in respect of appointments to this position.

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

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

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

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

The appointee is required to give three month's notice of termination of employment. A probationary period of 12 months shall apply from commencement of employment in accordance with the [Principal Statute](#). During the probationary period, the contract may be terminated by either party in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2001.

**Health Insurance:** VHI /Laya Healthcare & Irish Life Healthcare offer group schemes. In order to avail of a discount, premiums must be paid via the UCC payroll. The Laya Group No is 28498 and VHI Group No is 137

**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](#).

UCC welcomes applications from non-EEA citizens. However, regulations regarding employment permits are set by the [Department of Enterprise Trade and Employment](#) and must be strictly adhered to. An offer of appointment to Non-EEA candidates is subject to the granting of a Work Permit by the Department of Enterprise Trade & Employment.

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.

**References:** Following completion of the interview process and the identification of the preferred candidate, any offer of appointment will be subject to receipt of satisfactory references. For internal candidates, the Department of Human Resources will seek a reference from a candidate's line manager once the preferred candidate has accepted a conditional offer of employment. Additional references may be sought on the request of the hiring manager.

Shortlisted candidates for posts shall be required to appear before a Board of Assessors.

Shortlisted candidates for posts may be entitled to claim expenses incurred while travelling to, and staying in, Cork. In the event that candidates are entitled to make a claim for reimbursement this will be clearly indicated in the email invitation for interview along with the remit of that entitlement.

A successful candidate will be required to submit a birth certificate, documentary evidence confirming academic qualifications. Garda vetting and/or an international police clearance may also be required.

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. University College Cork is an equal opportunities employer. We encourage you to reach out to us directly should you require assistance or reasonable accommodation during the recruitment process.



# How to Apply

Applications must be submitted online via the Tyndall National vacancy portal (<https://www.tyndall.ie/careers>).

Informal enquiries can be made in confidence to Cormac Harrington at [Cormac.harrington@tyndall.ie](mailto:Cormac.harrington@tyndall.ie)

Further information on the Department is available at <https://www.tyndall.ie/>

Candidates should apply, in confidence, **before 5pm (Irish Local Time) on 21st May 2024.**

Please be advised no late applications will be accepted.

## **Former Irish Public Service employees - Certain Restrictions on Eligibility**

Eligibility to apply for a position may be affected where applicants were formerly employed by an Irish Public Sector body and previously availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme including:

- Collective Agreement: Redundancy Payments to Public Servants
- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.



# Equal Opportunities Statement

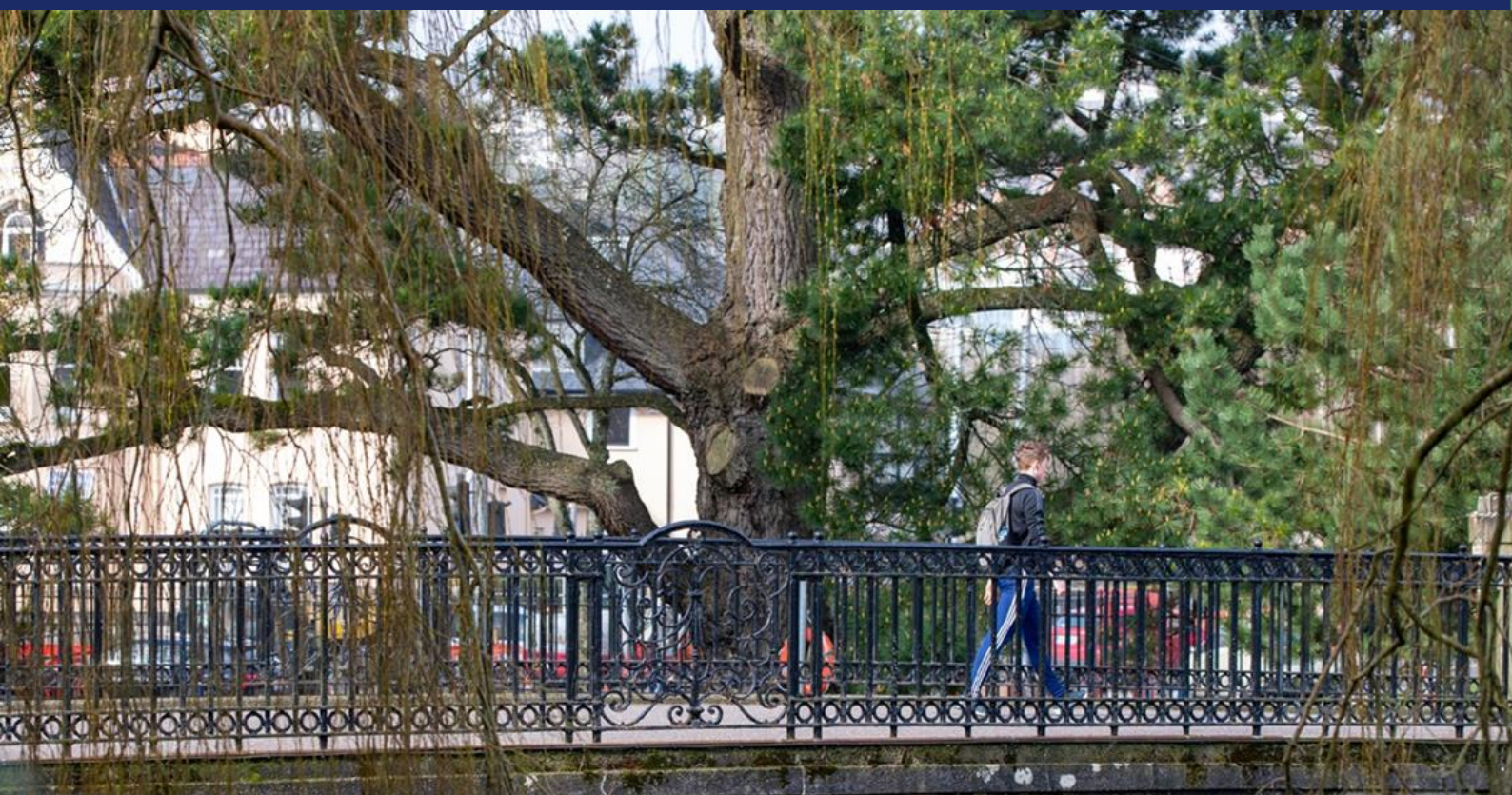
University College Cork is committed to being a fully inclusive global university which actively recruits, supports and retains colleagues from all sectors of society. Equality, Diversity and Inclusion (EDI) are core values under our **UCC Strategic Plan 2023-2028**. UCC holds a **Bronze Athena SWAN** award in recognition of our commitment to advancing equality in higher education. We value diversity as well as celebrate, support and thrive on the contributions of all our employees and the communities they represent. We are proud to be an equal opportunities employer and encourage applications from everybody, regardless of age, care-giving status, disability, ethnicity, gender and/or gender identity or expression status, nationality, marital status/civil partnership, pregnancy and maternity, race, religion/creed, and/or sexual orientation. We are committed to supporting all staff through flexible working schemes, family-friendly policies, training and development, and staff networks. We value the enrichment that comes from a diverse community and seek to promote equality, prevent discrimination and protect the human rights of each individual in line with equality legislation. We encourage applicants to consult our **Dignity and Respect Policy** and learn more about our **EDI related initiatives**.

University College Cork is an equal opportunities employer. We encourage you to reach out to us directly should you require assistance or reasonable accommodation during the recruitment process.

## UCC Graduate Attributes Programme

The Graduate Attributes Programme (GAP) is an integral part of our Connected University Strategy and is enabling the UCC community to write this chapter of our story, together. It is a transformative student-centric programme with the overarching objective of optimising the student journey and preparing our students to live, lead and learn in a shared, co-created future.

Further information on the UCC Graduate Attributes Programme can be found on: <https://www.ucc.ie/en/graduateattributes/>





# About Cork

Ireland's second city, proudly referred to by Corkonians as 'the Real Capital' is a forward-thinking, fast-growing and friendly city and an important business and cultural hub, making it a great place to live and work.

Home to 225,000 people, Cork is a cosmopolitan city set against a backdrop of stunning coastline, countryside and picturesque coastal towns. It is easy to get around and 60% of people in Cork get to work in 30 minutes or less.

Located at the second largest natural harbour in the world Cork is the heartland of Ireland's energy, food, pharmaceutical and ICT industries. Seven out of ten of the world's top pharmaceutical companies and Ireland's top four food companies are located in the province. UCC graduates make a critical contribution to the local talent pipeline that is at the heart of innovation and competitiveness for the region.

Cork is the fastest growing city in the country and has been ranked as one of Europe's top 25 cities of the future.

