

CANDIDATE INFORMATION

**CONSULTANT/PROFESSOR OF
RESTORATIVE DENTISTRY
(PERIODONTOLOGY)**

CONTENTS

Information for Candidates

1. Welcome from the President
2. About Cork
3. University College Cork
4. University Strategic Plan
5. University Organisational Structure
6. Information on the School
7. Job Description
8. Equality of Opportunity Statement
9. Housing, Education, Medical Insurance & Tax Information
10. Useful Web Links

Additional Information for Shortlisted Candidates

11. Interview Format
12. Directions to UCC
13. Expenses for Candidates Attending for Interview
14. Campus Maps

1. WELCOME FROM THE PRESIDENT



Now that you are considering a career at University College Cork (UCC), let me thank you for your interest and introduce you to our University.

Originally founded in 1845 as "Queen's College Cork", UCC is one of Ireland's oldest institutions of higher education. Ranked in the top 2% of universities worldwide, UCC was named as Ireland's *Sunday Times* University of the Year in 2011, the third time in 10 years to receive this designation. In 2011, UCC became Ireland's first Five Star University (under the QS ranking system) and was named the World's First Green University Campus (Federation for Environmental Education, Copenhagen).

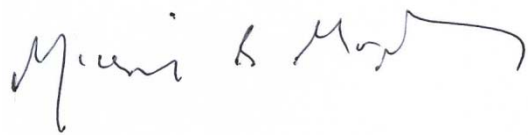
UCC boasts a spectacular campus in a compact university situated in a global tourist destination. The University serves a community that is both local and global. We are a comprehensive, multi-disciplinary university. During our 160 year history, staff or students here have invented the logic on which computer programming is based (George Boole, Professor of Mathematics 1849-54), discovered the cause of the tropical disease, leishmaniasis (Charles Donovan, medical student during the 1880's) invented the world's first junction-less transistor (Professor Jean-Pierre Collange, 2010) became Supreme Court Judges (Liam McKechnie, 2010) and much more. We have nurtured composers, poets and playwrights. We have taught over 100,000 alumni who lead and serve society throughout the world.

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.

A handwritten signature in dark ink, appearing to read 'Michael Murphy', written in a cursive style.

Dr Michael Murphy



Ireland's 1st 5 star University



2. ABOUT CORK

Recently identified as one of the top ten destinations to visit 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 the city's hinterland. Further details can be found at <http://www.corkcity.ie/>

3. 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. The University's motto is 'Where Finbarr Taught, let Munster Learn.' University College Cork (UCC) is the principal university in the province of Munster and the largest outside Dublin

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

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

UCC, which has a current enrolment of close to 20,000 students, provides over 120 degree and professional programmes through some 60 Disciplines and offers a research-led curriculum that attracts the highest calibre of students. UCC attracts a large number of international students currently in excess of 2,800.



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 has established four Colleges to enhance the University's research and teaching efforts:

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

Colleges are managed by Heads of College and supported by College Managers, Financial Analysts, HR Managers as well as dedicated administrative support. College-level committees are aligned to Academic Council Committees to enhance decision making, policy implementation and information flow.

UCC employs some 2,700 staff. UCC 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 also prides itself on close connections with the professions, industry and the local community. Further

information on UCC including information on Academic and Administrative Departments can be found on the UCC web site. The UCC home page address is www.ucc.ie.

The University budget is in the order of €280m. The University is directly funded by the Higher Education Authority (HEA), receives grant, fees and other income, and also generates levels of research income which 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.

UCC consistently delivers a globally significant contribution in research and in teaching and learning, which has secured the University a place in the top 2% of Universities worldwide in the QS World University Rankings (2010). UCC is committed to building its capacity to carry out research of the highest international quality and to providing research-led teaching across the breadth of disciplines and specialisms typical of a traditional university. UCC was the first Irish university to conduct an institution-wide research quality review in 2009.

The University has benefited very substantially 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. It has in this way developed its key role in plans for the long-term economic and social development of the region and the country, the city of Cork being a primary gateway in Ireland's Spatial Strategy. These developments have also been substantially supported through private funding raised by the University.

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/>





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) has been selected as Ireland's University of the Year 2011/12 by *The Sunday Times*. This award has been given for a number of reasons which include 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 is the third occasion UCC has received this award, follows 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

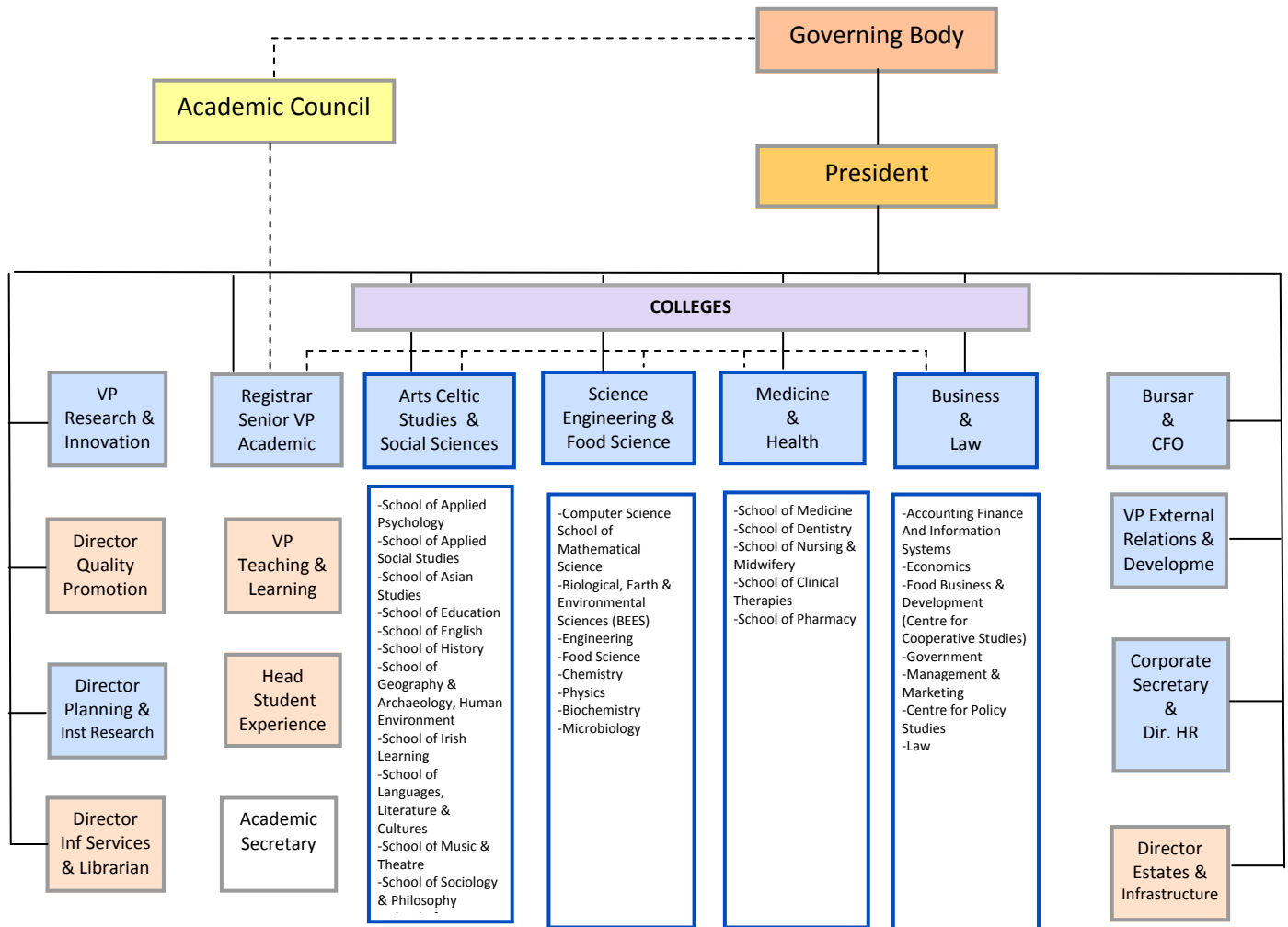
A virtual tour of UCC is available on <http://www.ucc.ie/en/visitors/see-do/>

For some positions, you will also be offered an opportunity to tour the relevant department/school.

4. UNIVERSITY STRATEGIC PLAN

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

5. UNIVERSITY ORGANISATIONAL STRUCTURE



6. INFORMATION ON THE UNIVERSITY DENTAL SCHOOL & HOSPITAL

The mission of Cork Dental School and Hospital is *“Advancing oral health through excellence and innovation in education, patient care and research”*

Cork University Dental School and Hospital (CUDSH) evolved from the original Dental School established in 1913 by the North Charitable Infirmary at Mulgrave Road, Cork. In 1968, University College Cork (UCC) took over the administration and control of the Dental School and Hospital. The Dental School and Hospital celebrates its centenary in 2013.

In 1982 the current Dental School and Hospital building opened at Wilton, adjacent to Cork University Hospital. The School and Hospital functions primarily as a dental teaching institution under the control and direction of UCC. The Oral Health Services Research Centre (OHSRC) and School of Dental Hygiene opened in 1993.

CUDSH derives its statutory remit from the Dentists Act 1985 which names it as one of two schools in the state where dentists may be trained

The Dental School & Hospital is part of the College of Medicine and Health in University College Cork, which includes Schools of Medicine, Nursing, Pharmacy, Speech & Language Therapy and Occupational Therapy, and, the Graduate School.

As part of its service remit to the community, CUDSH has service level agreements with the Health Service Executive (Southern Region) to provide orthodontic care for patients in the North Cork region and a range of general and specialist dental services to the HSE South area.

Education Programmes offered in CUDSH include:

- (1) Bachelor of Dental Surgery (with a graduate entry pathway from 2014)
- (2) Diploma in Dental Hygiene
- (3) Diploma in Dental Nursing
- (4) Masters by research
- (5) Masters in Dental Public Health
- (6) Doctorate in Clinical Dentistry (Oral Surgery, Orthodontics, Periodontology, Prosthodontics, Endodontics, Paediatric Dentistry)
- (7) Ph.D.

The School has a number of research strengths, particularly in oral health of the elderly and biomaterials research. The Oral Health Services Research Center is a WHO collaborating unit, and has strengths in health services research, fluoride biomarkers and caries research. It has good links with departments across the University, including Microbiology, Geriatrics, Health Economics and a burgeoning relationship with Cork Institute of Technology and the Tyndall Institute. Details of the research activities can be viewed in our strategic plan and the review of research in UCC published in 2009. The Dental School and OHSRC between them generate approximately €1 million per annum in research income.

The School and Hospital has 78 FTE employees including academic, clinical, administrative and support staff. There are approximately 290 undergraduate students (225 in the BDS programme, 28 Dip Dental Hygiene and 40 Dip Dental Nursing), 15 PhD students and 6 D Clin Dent students.

The Dental Hospital is physically linked to the biggest acute services hospital in Ireland, namely, Cork University Hospital. It provides clinical services to a catchment population of 1 million people across the South of Ireland.

The clinical facility has recently had a significant upgrade and a rolling programme of refurbishment is planned. The school and its programmes are accredited by the Dental Council of Ireland, and, the Irish Committee for Specialist Training in Dentistry. Recently, the BDS degree was formally accredited and recognized by the National Dental Accreditation Board of Canada.

7. JOB DESCRIPTION

CONSULTANT/PROFESSOR OF RESTORATIVE DENTISTRY (PERIODONTOLOGY)

Duties of the Post: In accordance with the University's strategic objective as a research-led institution, the duties of all academic staff will include research, research-led teaching and contributions to the university, the discipline and the community. The academic staff member shall teach and examine, undertake administrative duties, clinical practice in the area of Periodontology

and carry out other duties appropriate to the post under the general direction of the Head of the Dental School and Hospital.

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

Leadership

- 1) *Demonstrate academic leadership in the development of Restorative Dentistry (Periodontology) through teaching, research and scholarship, and in any other appropriate manner ;*
- 2) Mentor, support and advise junior staff as appropriate and assist in their academic career development in teaching and research and foster the research and scholarship of other individuals and groups within their academic unit and the University;

Research

- 3) Engage in productive research and scholarship and contribute to the advancement of knowledge within his/her discipline and publish his/her research in appropriate peer-reviewed publications, creative works or other forms of scholarship appropriate to the discipline.
- 4) Carry out initiatives in generating research income and assist in the co-ordination of research funding activities within the school, as appropriate to the discipline;
- 5) Supervise students undertaking research projects (especially at PhD level);
- 6) Engage in other scholarly activities relevant to the discipline;

Teaching & Examining

- 7) Promote excellence in teaching and learning and encourage the application of innovative teaching and learning methodologies within the Dental School and Hospital and within other academic units in the University, as appropriate;
- 8) Teach and examine on courses at undergraduate and postgraduate level and, where appropriate, adult and continuing education courses and make a distinguished personal contribution to teaching at all levels.;
- 9) Supervise undergraduate and postgraduate students;
- 10) Contribute to, and take a leadership role where appropriate in, the regular evaluation of curricula, and the development of new curricular initiatives;
- 11) Perform a significant role in the development of postgraduate studies at UCC;

12) Lead in the *maintenance of academic standards and in the development of the curriculum within his/her* subject areas;

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

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

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

Contributions

13) Promote the discipline both inside and outside the University and contribute to the overall intellectual life of the University and society;

14) Serve if required as head of one of the College's academic units subject to relevant University regulations, statutes and management requirements;

15) Develop links with professional bodies and external agencies, where appropriate;

16) Contribute to the administrative duties of the school and to act as a member of such committees as may be required within the university;

17) Fulfil other duties appropriate to the post as may be assigned by the Head of School;

18) Carry out other duties as may arise as identified in the University statutes.

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

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

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

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

Clinical

19) Provide consultation and patient treatment services in Periodontology and Restorative Dentistry as per the terms of service level agreements with the HSE South.

20) Be a clinical trainer for postgraduate clinical training programmes.

21) Participate in the clinical management of Cork Dental Hospital

Selection Criteria

The successful candidate will be expected to have:

Qualifications

Essential

1. A doctorate or appropriate professional qualification or a significant record of research and publication in the relevant discipline;
2. Have a dental degree and be registered with the Dental Council of Ireland, or equivalent body
3. Have postgraduate specialist qualifications in Periodontology, and have completed higher specialist training in Periodontology accredited by a Royal College of Surgeons or equivalent.

Leadership

Essential

4. The ability to provide vision and leadership in the development of Restorative Dentistry (Periodontology) within the strategic frameworks of the College of Medicine & Health and the University;
5. Excellent communication and interpersonal skills commensurate with leading and supporting a team of committed academic and administrative colleagues together with the demonstrated ability and willingness to work in a collaborative environment;

Research

Essential

6. International standing as a leading researcher and scholar in the relevant discipline (periodontology) or profession as evidenced through an outstanding contribution to its advancement through research outputs including peer reviewed publications, creative works or other appropriate forms of scholarship and a significant research funding record, as appropriate to the discipline;
7. A record of successful leadership and international recognition through research and scholarly activity within the discipline, including research supervision, examining, editing and refereeing, as appropriate for the discipline;

Teaching and Examining

Essential

8. Evidence of significant achievement in and commitment to excellence in research-led teaching and learning in Restorative Dentistry and Periodontology, at undergraduate and postgraduate level and a willingness to both contribute to and lead in the development of the teaching programmes offered by the academic unit;
9. The ability to teach, inspire and supervise students, communicate ideas and concepts in a teaching and learning environment and where the opportunity has existed, to develop and lead postgraduate supervision to doctorate level

Desirable

10. Evidence of a contribution to innovation in teaching and in curriculum or programme development, review and evaluation;
11. Familiarity with and willingness to use modern teaching technologies;

Contributions

Essential

12. Proven senior administrative experience and the capacity and willingness to act as head of an academic unit;

Desirable

13. Evidence of participation in relevant academic and professional associations/ bodies as appropriate;
14. Ability to participate in and contribute to the overall intellectual life of the University, the academic discipline and society at large;

Other

Essential

15. An understanding of, and empathy with, the concerns of students;
16. Evidence of ability to work on own initiative as well as part of a team;
17. A commitment to the long term development of the discipline;

Conditions of Employment:

1. The post is a permanent post. The appointee to the post shall work under the direction of the Head of School and/or Head of College and shall discharge such duties as are assigned to him/her.
2. The current remuneration (Academic Consultant Type A Professor) is as detailed below.*

	€
Minimum	145,942
Second Point	148,018
Third Point	150,094
Fourth Point	152,170

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

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

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

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

3. A comprehensive **Annual Leave and Sick Leave** scheme is in operation, details of which will be sent on appointment. Annual leave will be in accordance with the University's custom and practice but ordinarily shall not be more than a total of seven weeks per annum inclusive of Christmas and Easter College Closure days. All leave arrangements must be agreed in advance with your Head of School.
4. **Pension:** The appointee will become a member of the Single Public Service Pension scheme, which provides personal retirement benefits as well as benefits for spouses and children. The contribution rate comprises 3% of pensionable remuneration and 3½% of net pensionable remuneration. Tax relief is accrued on these payments.
5. Membership of the **Income Continuance Plan** is mandatory. This provides additional payment where salary is reduced or ceased because of long-term illness or injury. Contributions, which are tax-allowable currently, amount to 0.8% (gross) of salary
6. 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%

7. All employees University College Cork (UCC), are governed by **UCC employment policies** and procedures as detailed on the Human Resources website. All staff members are required to adhere to and cooperate with the University at all times with regard to these policies and procedures. In particular staff members are requested to familiarise themselves with the Disciplinary and Grievance Procedures, the Duty of Respect and Right to Dignity Policy, and the Acceptable Use Policies. UCC reserves the right to make changes to these policies or to introduce new policies from time to time. Notification will be given to all staff of any such new policies or changes to existing policies.
8. **Voluntary Health Insurance:** A VHI/Laya/ Hibernian Health/ HSA group scheme is in operation and contribution may be deducted from salary, with effect from the Scheme's renewal date (May of each year).
9. **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.
10. The "Provisions relating to full-time posts as Professor" as set out in the attached document also apply to the post.
11. 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.
12. A successful candidate will be required to submit a birth certificate, documentary evidence confirming academic qualifications, and to undergo a medical examination.
13. References will be sought in relation to all candidates invited to attend for interview.
14. 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.
15. Candidates may be required to produce documentary evidence to support any statements made by them on their application form or any supporting documentation. Candidates should note that the submission of any inaccurate information will invalidate their application.
16. Each candidate must complete an application form for the post. Application forms must be completed and returned to: Department of Human Resources, University College Cork. Tel: +353-21-4903691 (Email: recruitment@per.ucc.ie. Fax. +353-21-4271568
17. Completed application forms must reach the Recruitment Office, Department of Human Resources, University College Cork, Ireland, before 12 noon on Thursday 25th April 2013.
18. For informal discussion regarding the post contact Professor Finbarr Allen, Head of School, University Dental School and Hospital; e-mail f.allen@ucc.ie or tel: 021 490 1154.

UNIVERSITY COLLEGE CORK IS AN EQUAL OPPORTUNITIES EMPLOYER

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

12. 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.

13. 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 source of information for people 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:

Staff accommodation pages on the UCC Accommodation and Student Activities webpages

www.ucc.ie/services/asa/

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, primary and post primary. The Department of Education, Communications Section, Dublin will provide further information on any queries in this connection Tel +353 1 8896400. The Department of Education also have an Inspectors Office in Cork +353 21 4906011



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

14. 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

15. INTERVIEW FORMAT

Academic Appointments

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

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

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

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

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

Should you require further information, then please contact the Department of Human Resources, via e-mail to recruitment@per.ucc.ie or by telephone on 021 490 3603.

Non Academic Appointments

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

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

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

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

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



16. 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.

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 (see separate map provided).

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.

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 and St Patrick Streets. Bus stops are located on College Road/O'Donovan's Road (Route No.205—about four buses each hour) and Western Road (Route No. 208—about every 15 minutes). Route No 210 buses serve Bandon Road at close walking distance to the Main Campus.



By Train

From Dublin (Heuston), about 8 trains a day, journey time about 3 hours. See Iarnród Éireann's timetables. Trains stop at Mallow for connections with Killarney, and at Limerick Junction for connections with Limerick (for Shannon Airport). Taxis from the rail station cost about

€15 and there is also a city bus meeting some trains.

Iarnrod Éireann

Rail Passenger Enquiries 021 4557277

www.irishrail.ie

By long-distance bus

From Dublin (Busaras), about 6 buses a day, journey time about 5 hours. (See Bus Éireann's timetables.)

Taxis from the bus station cost about €12 and most city buses also stop at the bus station, which is about 300m from Patrick Street in the city centre. 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).

Bus Éireann 021 4508188

Bus Station Parnell Place, Cork.

www.buseireann.ie

By air

Cork Airport has frequent flights to Dublin and London with Aer Lingus (Heathrow and Gatwick) and RyanAir (Stanstead and Gatwick) and to a wide range of other UK and European destinations. See AerRianta's web site pages for details of movements. Taxis from the airport cost about €18 and there is also an airport bus every hour during the day. All the major car rental companies have desks at the airports.

Travellers coming via Europe change at Dublin, or London where there is no direct flight to Cork. Travellers coming via North America change at Dublin, or Shannon (there are no flights between Cork and Shannon as it is so close; see the rail and bus timetables).

Cork Airport

www.corkairport.com 021 4313131

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. Please see [HERE](#) for more information on applying for a visa.

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.



The O'Rahilly Building, Business and Humanities

17. EXPENSES FOR CANDIDATES ATTENDING FOR INTERVIEW

Candidates travelling from outside Cork are entitled expenses for travelling to Cork, on production of original and complete receipts in accordance with the following allowance limits.

Other than in exceptional situations as agreed by the University, the maximum allowances available to candidates are as follows

Candidates travelling from within the island of Ireland €125

Candidates travelling from mainland Europe and the UK €500

Candidates travelling from USA or any other location €1,000

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.



A Tradition of Independent Thinking

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.

Further accommodation listings can be provided by the Recruitment Office. Candidates requiring assistance in booking accommodation should contact the Department of Human Resources, Recruitment Office on 021 490 3603 or e-mail: recruitment@per.ucc.ie

Administration

An expenses form (<http://www.ucc.ie/en/hr/policies/forms/misc/Candidate-Expenses-Form.xls>) 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@per.ucc.ie



The Glucksman Gallery



A proud sporting tradition

18. CAMPUS MAPS

Download:

Main Campus Map at:

http://www.ucc.ie/en/media/UCC_campus_map_Edition1_2010new.pdf

Visitor Parking Map at: <http://www.ucc.ie/en/media/visitor-parking.pdf>

Places to Eat on Campus: <http://www.ucc.ie/en/media/places-to-eat.pdf>