

16th July 2025

Research Orientation

Carol O'Dwyer
HR Research Advisor(People & Culture)



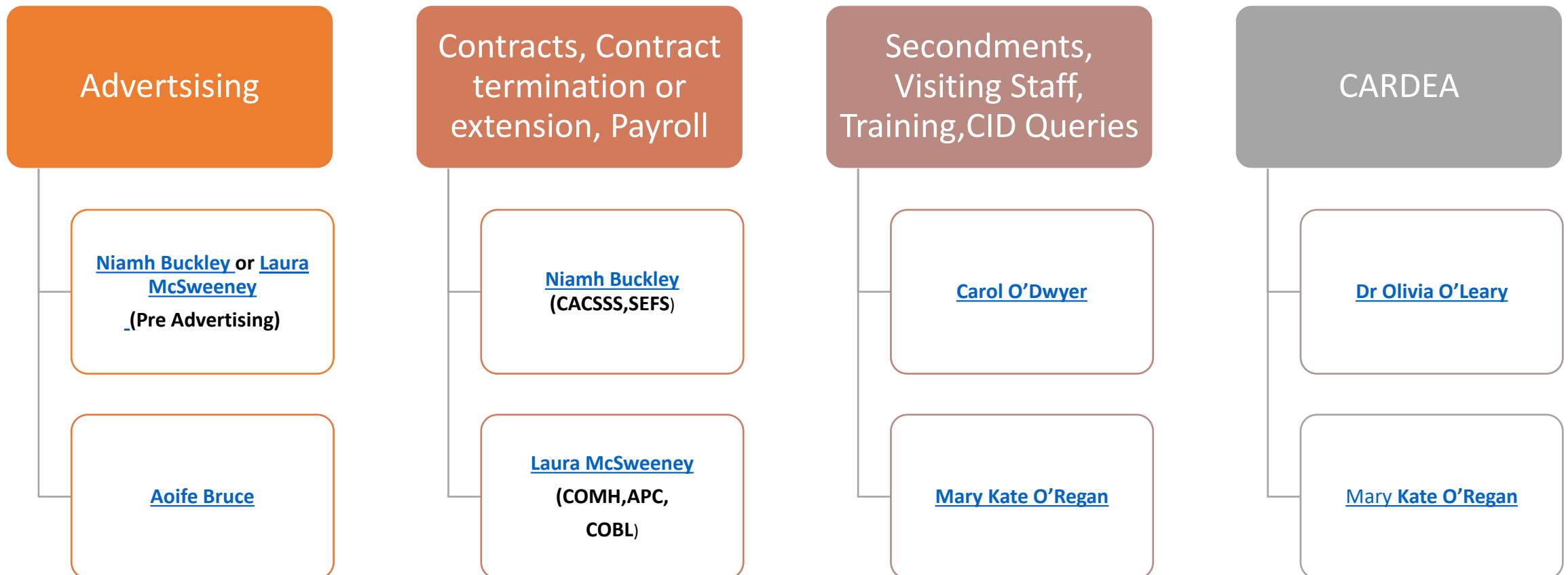
HR EXCELLENCE IN RESEARCH

Welcome To Our New Research Staff!!

- **Dr David O'Connell, UCC Research**
- **David Corkery, UCC Innovation**
- **Donna O'Doibhlin, Research and Digital Services Boole Library**
- **Carol O'Dwyer, People & Culture- Research**



Who Should I Contact?



New Staff Checklist

1

Activate your IT Account

To gain access, call the IT Staff Service Desk on 021 4902120

Quote your new staff number (found on your contract) when requesting access. If you don't have your staff number, contact your line manager.

2

Activate your Employees Self Service (ESS)

ESS is your portal to apply for leave, view salary payments and access to training. See [here](#) for more details.

For help contact hrissupport@ucc.ie

3

Apply for PPS number (for non Irish citizens)

You will need a PPS Number to pay tax. You must have a PPSN number and register your employment in order to avoid Emergency Tax.

See [here](#) for more details

New Staff Checklist

4

Register with Revenue.ie

First time employees in Ireland should register for **"MyAccount"**.

For instructions on how to do so please click [HERE](#)

5

Set up an Irish Bank Account

Information available at this [link](#)

For proof of employment/address letters for please contact hrresearchqueries@ucc.ie

6

Get Your Staff Card

Contact HR Reception at 021 4903603

or staffidcards@ucc.ie.

P&C Research: What We Do

Personal & Professional Development

Career Management Structure

Recruitment

Contract Management

Salary Administration



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The European Charter for Researchers

The aim of the Charter and Code for Researchers is to ensure that the nature of the relationship between researchers and employers is conducive to successful research performance and to the career development of researchers.

Set of general principles and requirements relating to :

- roles
- responsibilities
- entitlements



HR Excellence in Research Award

The "HR Excellence in Research" award gives public recognition to research institutions that have made progress in aligning their human resource policies with the principles set out in the "Charter & Code"

4 Thematic Areas

1. Ethical and Professional Aspects
2. Recruitment ([OTM-R](#))
3. Working Conditions & Social Security
4. Training and Development



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- Traditional **career trajectory** for researchers has changed dramatically since the turn of the century
- Research training and development is now very important
- We encourage our Postdoctoral Researchers to proactively consider their future career goals well before the end of their postdoctoral phase. This foresight is crucial as traditional academic career paths are becoming increasingly competitive and less common



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Career Development for Postdoctoral Researchers at UCC

Your dream job is unlikely to materialize without effort, but the good news is that having a plan significantly improves your chances of success.

Developing Transferable Skills

- Identifying and honing your transferable skills is a vital first step in preparing for your future career. Conducting a training needs analysis will guide you in creating your Professional Development Plan (PDP). Regular professional training is essential, but it is equally important for postdoctoral researchers at UCC to engage in career-development discussions with their Principal Investigator (PI) or supervisor. Regularly reviewing progress and discussing career goals are necessary components of effective career development.
- UCC provides a range of resources and support to help you in your career development journey:
- Please see researcher training at this link: [Researcher Training | University College Cork \(ucc.ie\)](https://ucc.ie/researcher-training)



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Supports & Initiatives Available



HEA Odyssey Programme



A new program to help Research Staff and final-year PhD students build successful careers outside academia.

- Learn about different workplace cultures and their benefits
- Understand what success looks like beyond academia
- Explore career options in various industries
- Build on your existing skills
- Create a clear career action plan

HEA Odyssey Programme

The content of the modules are:

1. Organisational cultures beyond academia
2. What are the metrics for success in organisations beyond academia
3. The numbers - the facts about careers in academia
4. Fear and personal change
5. Changing your perspective
6. Career opportunities available to researchers in a range of work environments
7. Specific research skills valued by organisations beyond academia
8. How applications are won and lost
9. Using research skills resourcefully to move beyond academia
10. Discover the skills you already have!
11. Develop a career action plan
12. Speakers who have successfully transitioned from academia to other domains



The Post Doc Development Hub

- Deliver high quality programmes of maximum relevance to the needs of Postdoctoral Researchers at UCC
- Increase skills and employability of Postdoctoral Researchers thus benefiting the Irish economy and contributing to the research output of UCC
- Work in partnership and collaborate with the many research support facilities available here in UCC
- Provide innovative transferable skills training and professional development support through bespoke and tailored programmes for our 250 Postdoctoral Researchers



Friday Online Sessions

Available to Researchers, Research Support Staff and PhD students

These sessions focus on transferable skills relevant to research careers, including:

- Career planning
- CV writing
- Engaged learning
- Teamwork and leadership
- Supervising and working with others
- Mentoring
- Commercial awareness
- Digital wellbeing.

Join us Fridays 11am-12pm on Teams. No Registration. Link sent in Monday Training Bulletin

[On-Line Sessions for Research Staff](#)
[| University College Cork](#)



CV Planning

- One to One Sessions
 - Learn to Identify Transferable Skills
 - CV Templates
 - Skill Examples
-
- Contact carol.odwyer@ucc.ie for details

Weekly Training Bulletin

- The weekly training bulletin is circulated by the Vice President for Research Office every Monday morning.
- Lists training opportunities for the coming weeks from OVPRI, People & Culture(Research) and the Library
- Reminder email sent every Thursday
- For information email researchtraining@ucc.ie



IFUT - UCC Branch

Irish Federation of University Teachers

The trade union representing academic staff, researchers, and librarians within UCC

Open to all, regardless of contract status (full-time, part-time, temporary)

Affiliated to the Irish Congress of Trade Unions

UCC Branch Chair: Dr Edward Lahiff

Secretary: Dr Jacqui O'Riordan

Researcher Coordinator: Dr Brendan Palmer

Web: www.ifut.ie

Email: UCC@ifut.ie



- <https://www.siptu.ie/>
- SIPTU Rep UCC is Gary Hurley
- G.hurley@ucc.ie





- UCC's Bystander Intervention Programme educates and empowers staff and students to recognise and respond to incidents of sexual harassment and violence and other forms of unacceptable behaviour in study, work and social environments.
- Completing this training will impact positively on your own university experience by cultivating a shared responsibility and capacity to contribute to a safe and respectful staff and student experience.
- Watch the Introductory video [here](#)
- Register for the UCC Bystander Intervention Digital Badge and develop your ability to contribute to a safer campus experience

To register go to **bystanderintervention.ucc.ie**

UCC Research Staff Association

- The UCC Research Staff Association provides help, advice and a voice for contract researchers workers both within UCC and nationally.
- [Link to UCC RSA web pages](#)



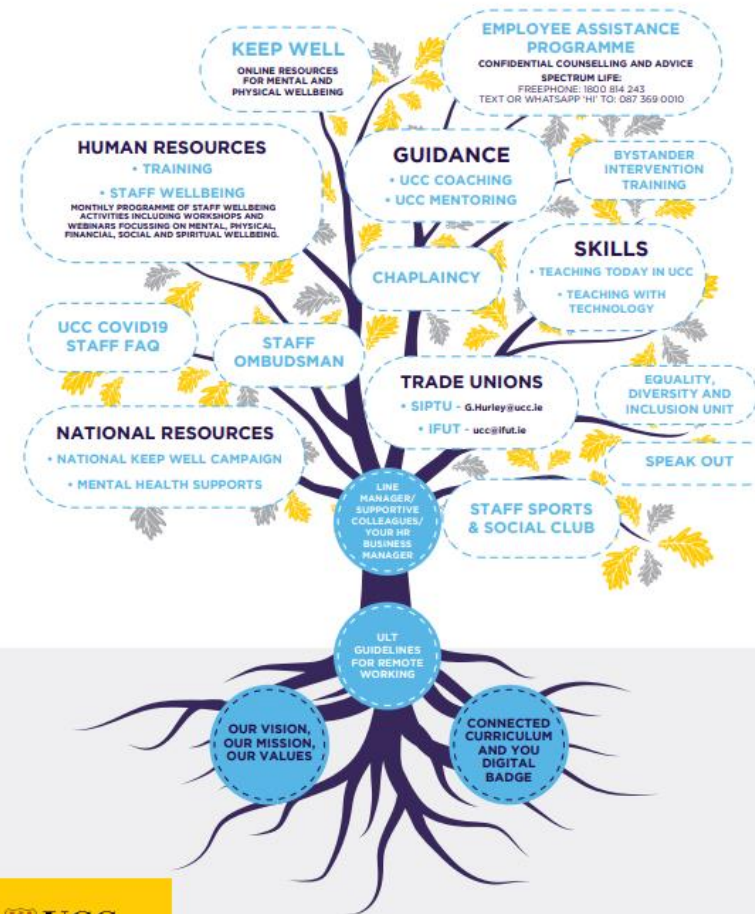
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SUPPORTING UCC STAFF RESOURCE TREE SHOWING STAFF RESOURCES

The "Acorn to Mighty Oak" has come to symbolise students' academic and professional development journey throughout their time at UCC. We believe this is also true for our staff. In alignment with this rich metaphor, the support services available to our staff are presented in the form of a [Resource Tree](#). This tree depicts the support services and resources available to staff and provides links to further information about each service.





Some Helpful Links

- [People and Culture Research | University College Cork](#)
- [Training for UCC Researchers | University College Cork](#)
- [Mentoring For Researchers University College Cork](#)
- [Staff Training Workshops and Programmes | University College Cork](#)



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Thank You!

Any Questions?