

UCC
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

IT/AV Specialist

Assert for Health Simulation Centre & National Suicide Research Foundation

Fixed Term Whole-Time Post
(duration 12 months)

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A Welcome from our President

President's Welcome

Thank you for considering a career at University College Cork (UCC), where every member of staff plays a role in creating an environment where our students and research can succeed.

Founded in 1845, UCC combines a historic campus in the heart of Cork city with a global outlook. Ranked 220th in the QS World University Rankings, we serve a diverse community of over 27,000 students from 140 countries, with one quarter entering through non-traditional access pathways.

UCC is committed to equality of opportunity, and our strength lies in the people who work and study here. Of our 3,500 staff, over one third of academic staff are international. UCC holds a Silver Athena SWAN award, and 19 Schools and research units have achieved department-level awards.

UCC is a comprehensive university offering a broad research-based *Connected Curriculum*, from archaeology to zoology, where students learn from world-class researchers. Ranked first in Ireland for graduate employability, our global network of more than 225,000 alumni excels across every sector and profession.



Through our bespoke *UCC Futures* research framework, and internationally renowned research centres, such as Tyndall National Institute and the UCC Sustainability Institute, our research and innovation address some of the most significant challenges facing society today.

Sustainability is embedded in everything we do, and in 2010, UCC was the first university in the world to achieve Green Flag status. Today, UCC is recognised as a global leader in sustainability in higher education, having held a top ten place in the UI GreenMetric World University Rankings since 2010, currently ranked fourth globally.



As we build on our 180-year history, we remain a student-centred, globally connected university, committed to attracting and nurturing exceptional talent.

This briefing pack contains information which I hope will be useful and informative. I trust that your experience of our recruitment process will be positive, and I wish you every success with your application.

Best Wishes,

Professor John O'Halloran, MRIA

UCC President

UCC, A Place of Values

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 a community of people who are working together to make an impact, we would love to hear from you.

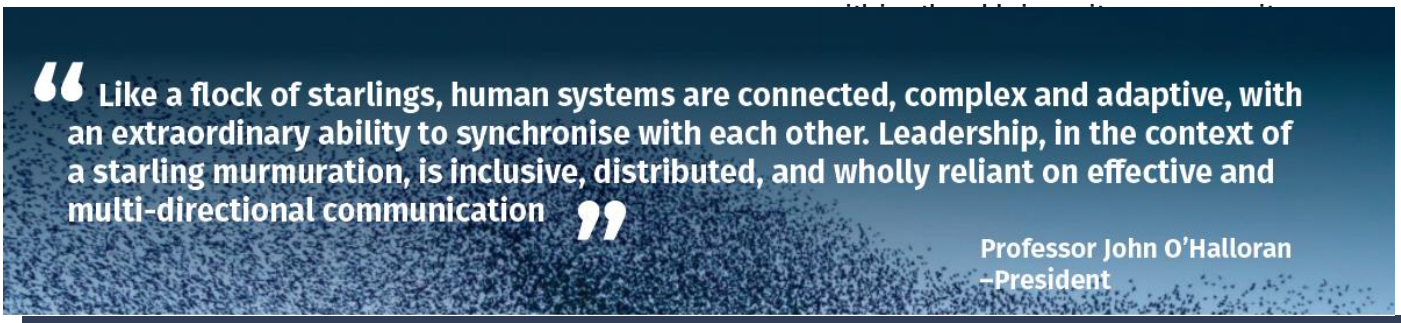
BECOME

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.

- Opportunities to engage with staff

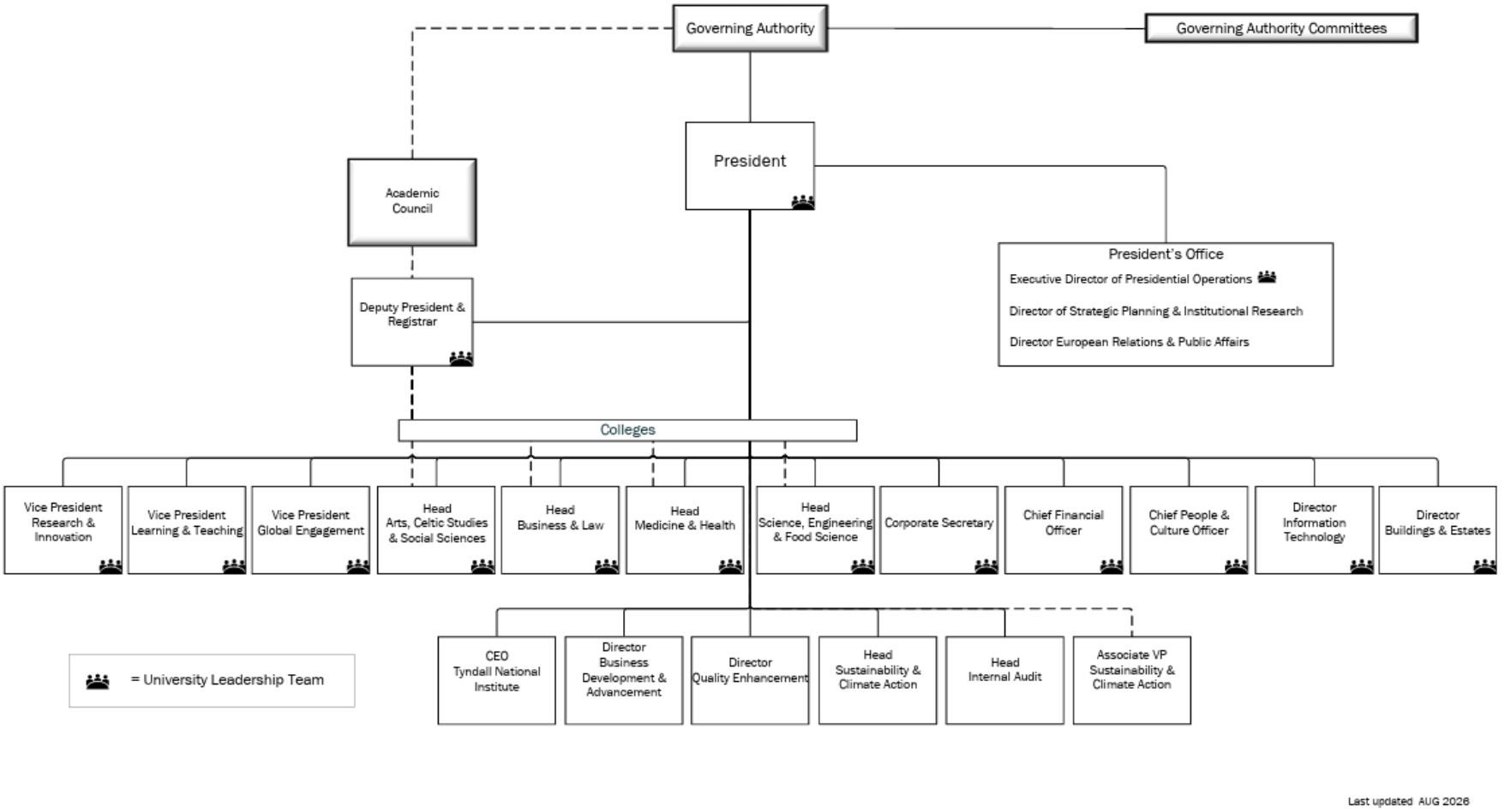


About University College Cork

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.



Organogram


Governing Authority
Governing Authority Committees
President
Academic Council
Deputy President & Registrar
President's Office
Executive Director of Presidential Operations
Director of Strategic Planning & Institutional Research
Director European Relations & Public Affairs
Colleges
Vice President Research & Innovation
Vice President Learning & Teaching
Vice President Global Engagement
Head Arts, Celtic Studies & Social Sciences
Head Business & Law
Head Medicine & Health
Head Science, Engineering & Food Science
Corporate Secretary
Chief Financial Officer
Chief People & Culture Officer
Director Information Technology
Director Buildings & Estates
CEO Tyndall National Institute
Director Business Development & Advancement
Director Quality Enhancement
Head Sustainability & Climate Action
Head Internal Audit
Associate VP Sustainability & Climate Action
= University Leadership Team
Last updated AUG 2026

About Hiring Unit

INFORMATION ON THE ASSERT FOR HEALTH CENTRE

The ASSERT Simulation Centre at UCC has been established to lead the field of Technology Enhanced Learning (TEL) for Health Professionals through education, research. The ASSERT Simulation Centre is aligned with the College of Medicine and Health and is based on a recognition of the need for changes in the way health professionals are prepared for clinical practice. The ASSERT Simulation Centre will lead a deliberate practice approach to training which is better suited to 21st century healthcare training and education. This new approach to training will be more systematic, evidence based and quality assured. A critical part of this evidence-based approach to training entails acquisition, annotation and use of digital (visual and auditory) data. The College of Medicine and Health at University College Cork opened a purpose-built TEL and healthcare simulation facility to house ASSERT in August 2015. Today its main teaching spaces include a conference room, a five bedded simulated ward, two simulation suits that include a SMOTS AV system with facilities for playback, a Virtual Reality room with 20 headsets, a pod cast room and an immersive room with 6 projectors displaying a wraparound video immersive experience.

This is an exciting time to be an IT/AV specialist in healthcare simulation, where there are steps to increase the simulated fidelity of the experience for the healthcare trainee.

INFORMATION ON THE NATIONAL SUICIDE RESEARCH FOUNDATION

The National Suicide Research Foundation (NSRF) is a research organisation, founded in 1994, that produces research and evidence for policy development and intervention in the prevention of self-harm, suicide and related mental health and social problems. The NSRF has been designated as a World Health Organisation Collaborating Centre in Surveillance and Research in Suicide Prevention and has a formal Memorandum of Collaboration with University College Cork. As part of its vision to support the reduction of suicide and self-harm in Ireland and globally, through impactful research, the NSRF operates a number of national and regional surveillance systems, including the long-standing National Self-Harm Registry Ireland,

which records data across all hospital emergency departments in Ireland. More information about the Registry can be found here: https://www.nsrf.ie/registry/

More information about the organisation can be found here: www.nsrf.ie.



Role Description

We are currently recruiting an IT/AV Specialist responsible for the IT systems and Audio Visual of the ASSERT Centre (50%) and the specialist IT requirements of the NSRF (50%). The post holder will provide specialist IT and Audio-Visual support across both the ASSERT and the NSRF, ensuring the effective operation, development and enhancement of technology infrastructure, systems and services in support of education, research and clinical simulation activities. There may be occasional crossover between areas of work. This post provides an exciting opportunity to work in an applied and interdisciplinary research and educational setting and to work with specialised AV and IT infrastructure. The ideal candidate will have a broad range of AV and IT skills and will have previous experience related to the role.

The main duties will be:

- Manage, maintain and improve IT, AV, simulation and digital technology infrastructure across ASSERT and NSRF.
- Provide first and second-line IT and AV support to staff, researchers, collaborators and external users, including troubleshooting hardware, software, network, systems and application issues.

- Install, configure, test, deploy and support computing devices, AV systems, simulation technologies, specialist software, peripherals and research-support technologies.
- Support the operation and development of specialist simulation and learning technologies, including SMOTS/AV systems, high-fidelity manikins, immersive environments, Virtual reality simulators and headsets, augmented reality, mixed reality, recording, streaming, editing and digital media platforms.
- Lead or contribute to IT and AV projects, including installations, upgrades, service improvements, infrastructure developments and technology replacement programmes.
- Work closely with UCC IT Services, systems administrators, vendors and other technical teams to ensure local systems align with University and NSRF standards, networks, security requirements and supported platforms.
- Support Technology Enhanced Learning, e-learning, events, conferences, workshops, in-situ simulation activities and other teaching or research-related technology requirements.
- Develop, maintain and update relevant digital content, including websites, online platforms, promotional materials, social media content and archived media.
- Maintain appropriate documentation for systems, procedures, assets, maintenance, installations and support activity.
- Contribute to service resilience, business continuity, information security, health and safety compliance, and continuous improvement across supported environments.
- Represent local requirements in relevant planning and governance processes and contribute to strategic and operational technology planning for ASSERT and NSRF.
- Undertake other duties and project work appropriate to the grade and nature of the post, as assigned.

General Responsibilities

The post holder will:

- Develop and maintain effective working relationships with academic, research, professional, technical and external stakeholders.

- Ensure that all IT, AV and digital systems are maintained in accordance with University policies, security standards and best practice.
- Maintain appropriate documentation relating to systems, procedures, installations and support activities.
- Contribute to business continuity planning and service resilience across supported technology environments.
- Ensure compliance with University and NSRF Health and Safety policies, relevant legislation, information security requirements and operational procedures.
- Undertake any other duties appropriate to the grade and nature of the post.

Health & Safety: In addition to the statutory safety duties of all employees (as prescribed in safety legislation and the relevant local safety statement) each staff member is responsible for:

- Discharging any safety functions delegated to them by their Head of College\ School\Department\Centre\Unit, in relation to the areas/ activities under their control
- Co-operating and assisting the University and the Head of College\School\ Department\Centre\Unit in the discharge of their statutory safety responsibilities
- Ensuring that all work under their control, is undertaken safely and without risk to health and complies with the provision of all relevant statutory legislation

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

Selection Criteria

The successful candidate will be expected to have:

Essential Criteria

1. An IT-related degree or equivalent qualification or equivalent relevant professional experience
2. At least four years' experience in an IT role working in support, operations, or development in a complex systems and business environment
3. Experience leading IT Projects and/or IT Operations to deliver mission-critical business applications, technologies, and services
4. A proven track record of delivering high quality IT services in at least two of the following areas:
    a. 2nd/3rd Level End User Support - including problem analysis and triage
    b. Business Process Analysis and Automation
    c. Enterprise Data Management, Reporting and Analytics
    d. Audio Visual Technologies
    e. Enterprise Application Administration
    f. IT Service Delivery and/or Management
    g. Client/Device management
    h. Administration, development or support of Microsoft 365 or Google GSuite and related technologies
    i. Management of SaaS applications
    j. Software/Web Application development
    k. Data Integrations/APIs
    l. Network engineering
5. Excellent interpersonal and communications skills
6. Demonstrable experience of working as part of a team and ability to work on one's own., a self-starter that shows initiative

Desirable Criteria

7. Experience delivering and supporting IT in a higher education environment

8. Evidence of relevant professional IT Certifications
9. Familiarity with ITIL Service Management methodology
10. Certifications in LEAN/ Project Management
11. Experience with leading/supervising a team
12. Experience undertaking business process reviews
13. Experience in best practice UX/UI/Accessibility concepts and approaches
14. Strong understanding of IT and data security risks and mitigations
15. Experience in procurement/enhancements of information systems including requirements gathering, specification, selection, implementation, testing and transition to service.

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.

UCC as a progressive organisation will continue to change and evolve its structures and reporting lines to deliver on the University's strategy and future business needs. The postholder is expected to proactively engage with the University's programme of change as it evolves. Any such change will be managed in accordance with applicable public sector agreements and established consultation arrangements.

Competencies relating to administrative grades in the University are available on the website.

Conditions Of Employment

Salary: Appointment may be made on the Admin III Salary Scale: €61,471 - €73,392 (Scale B) / €58,529 - €69,839 (Scale A).

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 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 **fixed term wholetime**, 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 2005.

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 re-employment 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. **An additional benefit is membership to Specified Illness Cover (SIC) which pays a once off lump sum benefit in the event of a member being diagnosed with a specified illness.** The cost of membership of both plan**s** will be deducted from your salary. The current combined 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: VHI /Laya Healthcare & Irish Life Healthcare offer group schemes. Premiums must be paid via the UCC payroll. The Laya Group No is 32805 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 Work Life Balance Policies. 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 People & Culture Department 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. Interviews will be conducted either online via Microsoft Teams or in person in the first instance. Candidates may also be required to attend an interview in person if the interview takes place online. Candidates will be notified as appropriate.

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.

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.

Restrictions that may apply in relation to the re-employment of former public service employees or pensioners

Certain restrictions may apply in relation to the re-employment / appointment of:

(a) former public service employees who have availed of certain collective agreements or arrangements
OR
(b) former public service employees who are in receipt of a public service pension or who have preserved benefits under a pre-existing public service pension scheme

The following outlines some of the main agreements and schemes that may restrict a candidate's right to be re-employed in the public service or affect how they are reemployed.

The list is not exhaustive, so prospective candidates should declare any other agreements or arrangements that they may have availed of that affects or restricts their re-employment in the Public Service.

Employment Control Framework for the Higher Education Sector

Under the Employment Control Framework for the Higher Education Sector, re-employment of retired staff may only occur in very limited exceptional circumstances and in these cases the salaries offered may not exceed 20% of the full-time salary an individual was in receipt of at the time of their retirement, adjusted to reflect the application of Government pay policy in the period since their date of retirement - including in particular the application of salary adjustments imposed under the Financial Emergency Measures in the Public Interest (No. 2) Act 2009. Any such proposed arrangements must be put in advance to the Higher Education Authority (HEA) and the person concerned will only be eligible for re-employment if approval is obtained for same from the HEA.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure, National Development Plan and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure, National Development Plan and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement may not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 - 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Pension Abatement: The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree's public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service.

Declaration: Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

How To Apply

Applications must be submitted online via the University College Cork vacancy portal (https://ore.ucc.ie/). Queries relating to the online application process should be referred to recruitment@ucc.ie, quoting the job-title.

Informal enquiries can be made in confidence to Uwe Schiller, Email: u.schiller@ucc.ie

For further information on the hiring unit, please see: https://www.ucc.ie/en/assert/

Candidates should apply, in confidence, **before 12noon (Irish Local Time) on Tuesday, 17th November 2026**

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 Silver 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.

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.**

