



NUI Galway  
OÉ Gaillimh

Support Posts

Recruitment  
Brochure



**Professor Ciarán Ó hÓgartaigh**

Ranked in the top 1% of universities globally, NUI Galway is one of Ireland's foremost centres of academic excellence, with over 18,000 students and more than 2,600 staff. Over the last ten years the University has grown its research income by over two-thirds, quintupled research citations, quadrupled inventions, and grown student numbers year-on-year.

NUI Galway has a growing international reputation based on the quality of our teaching and the global impact of our research. Our stated aim is to join the Top 200 global universities by 2020 and we are looking for leaders who will inspire NUI Galway's staff and students. The successful candidates will epitomise the values and culture of the University, will demonstrate a track record of academic achievement and an ability to take this remarkable University to new heights.

I look forward to working with the successful candidates over the coming years and to achieving further success for this dynamic and innovative University and city.

**Professor Ciarán Ó hÓgartaigh**  
President,  
*National University of Ireland Galway*



# Message from the President



## WHY WE ARE: Our Mission

### NUI Galway is for the public good.

NUI Galway belongs to the people. We are here for our students, our society and our planet. We are distinctive for our transformative and impactful teaching, research and innovation, our inclusive student experience, and our passion for culture and creativity. By engaging in our region, nationally and across the world, we deliver sustainable societal change.

### NUI Galway is a university for our time.

We are dedicated to nurturing global citizens and addressing key questions facing the world. We recognise how critical this moment is for our planet, and our students demand that we respond to the challenges through our research, teaching and actions. We invest in our students and research community, confident that they will be the critical thinkers, entrepreneurs, social activists, public servants and innovators of the future.

### NUI Galway is globally distinctive and research-driven.

We are a wellspring of creative energy and believe in the transformative power of knowledge. Like all great discoverers and adventurers, we look with curiosity over the horizon. We build on the unique strengths of our people, purpose and place for the benefit of individual, societal and environmental wellbeing.

## WHERE WE ARE GOING: Our Vision

### NUI Galway will be a driver of transformational change for our people, our region and our world.

We will think globally by inspiring, celebrating and advancing the critical role that our University has in delivering sustainable development. And we will act locally by empowering our people, investing in our purpose and engaging with the distinctive needs of our region.

### We will create a distinctively values-based culture, which has excellence, ambition and the wellbeing of our communities at its core.

Our vision will be guided by our core values of **respect** in our actions, **excellence** in our work, **openness** in our outlook and **sustainability** in our approach. Distinguished by kindness and a commitment to equality, this culture will empower our people to thrive.

### We will harness our distinctive strengths and creative energy to deliver significant and sustainable societal impact.

Our University is at the heart of a distinctive city and region, renowned for its culture, creativity, technology and innovation. Drawing on these distinctive strengths will set us apart internationally. We will stimulate the creative potential of our students, staff, alumni and wider community to advance our teaching, research, innovation and engagement in and for the world.

## OUR VALUES-LED APPROACH

Our strategic plan is built on a foundation of core values that define our purpose and priorities. During the course of 2019, our students, staff and external stakeholders were involved in debating these values and helping us understand how our university mission should evolve into the future. Our values are a statement of intent to the world and will now guide us in everything we do.

We champion our core values of **respect, excellence, openness** and **sustainability**. We intend that these values will reinforce each other and, together, they will enhance our university's **distinctiveness**.



NUI Galway's current strategy is available at: [www.nuigalway.ie/strategy](http://www.nuigalway.ie/strategy)

# Our Campuses



O'Donoghue Centre for Drama,  
Theatre and Performance (2012)



Alice Perry Engineering  
Building (2017)

The main NUI Galway campus is located in the heart of Galway city, and covers 104 hectares that extends along the River Corrib. It includes a mix of architectural styles, which reflects the evolution of the campus over 170 years. Some older buildings – such as the Quadrangle and Arts/Science Building – are protected structures, and many of the most recently constructed buildings have won awards for their architecture.

Both the Alice Perry Engineering Building (2012) and the O'Donoghue Centre for Drama, Theatre and Performance (2017) were voted Ireland's favourite building by a Public Choice vote in the RIAI Irish Architecture Awards. Beyond Galway city, NUI Galway serves our region through a network of medical academies, Gaeltacht centres and teaching and research locations stretching from Letterkenny, Co. Donegal in the north to Shannon, Co. Clare in the south (see Our Regional Reach below).



**SEE OUR CAMPUS MAP**

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The University has prioritised five cross-disciplinary research themes, building on international success to date. Our research community, including 1,067 academic staff and 650 post-doctoral researchers, is focused on delivering impact in Applied Social Sciences and Public Policy; Biomedical Science and Engineering; Environment, Marine and Energy; Humanities in Context; and Informatics, Physical and Computational Sciences. Internationally recognised research institutes, such as the CÚRAM Centre for Medical Devices, the Insight Centre for Data Analytics, and the Ryan Institute for marine, energy and environmental research, are having a transformative impact on some of the world's most pressing challenges.

The University has prioritised five cross-disciplinary research themes, building on international success to date. These are:

Applied Social Sciences and Public Policy

Biomedical Science and Engineering

Environment, Marine and Energy

Humanities in Context, including Digital Humanities

Informatics, Data Analytics, Physical and Computational Sciences

## Research Units, Centres and Institutes

Research is also managed through over 50 research centres and units and a number of major research institutes:

- CÚRAM Centre for Medical Devices
- Insight Centre for Data Analytics
- National Centre for Biomedical Engineering Science (NCBES)
- Ryan Institute - Marine, Energy & Environment
- Whitaker Institute for Innovation and Societal Change
- Institute for Lifecourse and Society
- Moore Institute for Research in the Humanities and Social Studies

NUI Galway's research is relevant to societal and economic needs. Its global reach is enhanced by the impact research is having in key areas of strength including:

**Big Data:** The Insight Centre for Data Analytics, with 350 researchers and more than 40 industry partners, is co-hosted by NUI Galway. It harnesses the power of data for many purposes, such as reducing energy consumption, maximising medical information or enhancing business performance.

**Biomedical Science:** Through its clinical and translational research facility, co-located on hospital grounds beside the campus, biomedical research experts are advancing therapies for medical challenges such as stroke, Parkinson's disease, diabetes and cancer. Many clinical trials use adult stem cells manufactured on campus in Ireland's only such facility.

**Digital humanities and archives:** NUI Galway is home to a wealth of archival material dating back to 1485. In the vanguard of digital humanities research, the University is home to the world's largest digital theatre archive, that of the Abbey Theatre.

**Health Promotion:** The Centre for Health Promotion Research, the only one of its kind in Ireland, has World Health Organisation (WHO) status for its role in health promotion education and research.

**Human rights and equality:** The Centre for Global Women's Studies is measuring the economic cost of violence against women and girls in countries around the world, while experts in international human rights law and disability law continue to inform policy at the highest levels.

**Lifecourse:** The Institute for Lifecourse and Society focuses on older people, children and families, and persons with disabilities. It is the first institution in Ireland to host a UNESCO Chair, advancing research and training in the areas of children, youth and civic engagement.

**Med-tech:** Galway is a global med-tech hub. The CÚRAM Centre for Medical Device Research, with 250 researchers and 24 industry partners, is based at NUI Galway and is creating the next generation of innovative medical technologies.

**Sustainability:** The Ryan Institute for Environmental, Marine and Energy Research is contributing to the understanding of environmental challenges and marine ecosystems, and developing solutions in renewable energy and waste treatment.



**€400 MILLION CAMPUS DEVELOPMENT**

**GLOBAL TOP 250 UNIVERSITY**

**18,000 STUDENTS**

**2,617 STAFF**

The quality of our staff and students is recognised through the University's rise in the most competitive international rankings in recent years. NUI Galway is ranked 260th in the world according to the QS World University Rankings, while the Times Higher Education (THE) World University Rankings positions us in the Top 250, which represents the Top 1% of universities worldwide. In 2018, NUI Galway was named The Sunday Times University of the Year.

Over the past decade, NUI Galway has invested over €400m in a capital development programme that has seen 16 new buildings and facilities opened on campus. Our student body is international with 110 countries represented. We continue to develop high-level strategic partnerships with chosen international universities, in pursuit of a suite of intensive institutional partnerships that is geographically and academically diverse.

The University offers over 60 undergraduate taught programmes at Level 8 and over 100 postgraduate taught programmes at Level 9 and 10. In addition, there is a range of part-time programmes at 7 Certificate and Diploma levels, as well as a comprehensive suite of research Masters and PhD programmes available in each of the University's four Colleges and 17 Schools.



The three pillars of NUI Galway's organisational structure are:

**ÚDARÁS NA hOLLSCOILE**

**ACADEMIC COUNCIL**

**UNIVERSITY MANAGEMENT TEAM**

## ÚDARÁS NA hOLLSCOILE

Údarás na hOllscoile, the University's governing authority, is responsible for managing and controlling all of the affairs of the University.

## ACADEMIC COUNCIL

The Academic Council is the chief academic authority and, subject to review by Údarás na hOllscoile, controls the academic affairs of the University, including the curriculum, instruction and education provided by the University.

Both Údarás and the Academic Council have a number of other key sub-committees that discuss quality improvement on various aspects of the University's processes. Key sub-committees are:

- Graduate Studies Board**
- Research Committee**
- Standing and Strategic Planning Committee**
- Academic Council - Standing**
- Finance and Resources Committee**
- Colleges and School Boards**
- Risk Management Committee**
- Library Strategy Committee**

## UNIVERSITY MANAGEMENT TEAM

The University Management Team is led by the President who is the Head and Chief Officer of the University and appointed for a 10-year term. Acting under the President, the various members of the University Management Team (UMT) each have a specific area of responsibility and includes the Registrar and Deputy-President, the University Secretary (Rúnaí na hOllscoile), the Bursar, the Chief Operations Officer, up to four Vice-Presidents including Vice-President for Equality and Diversity, VP for International, VP for Research and VP for Development, the four College Deans, the Dean of Graduate Studies, the Academic Secretary and the Director of Human Resources.

## COLLEGE OF ARTS, SOCIAL SCIENCES AND CELTIC STUDIES

- School of Education
- School of Geography and Archaeology
- School of Humanities
- School of Languages, Literatures and Cultures
- School of Political Science and Sociology
- School of Psychology

## COLLEGE OF BUSINESS, PUBLIC POLICY AND LAW

- J.E. Cairnes School of Business and Economics
- School of Law
- Shannon College of Hotel Management

## COLLEGE OF MEDICINE, NURSING AND HEALTH SCIENCES

- School of Medicine
- School of Nursing and Midwifery
- School of Health Sciences

## COLLEGE OF SCIENCE AND ENGINEERING

- School of Chemistry
- School of Computer Science
- School of Engineering
- School of Mathematics, Statistics and Applied Mathematics
- School of Natural Sciences
- School of Physics

## CENTRES

- Acadamh na hOllscolaíochta Gaeilge
- Centre for Adult Learning and Professional Development





## EQUALITY OF OPPORTUNITY STATEMENT

NUI Galway is proud to be an equal opportunity employer and holder of an Athena SWAN Bronze award. We celebrate the diversity of our staff and students and work to support an inclusive environment free from discrimination and harassment.

NUI Galway prohibits discrimination against individuals on the basis of gender, marital status, family status, sexual orientation, religion, age, disability, race (includes race, colour, nationality or ethnic or national origin) and membership of the Traveller community in the administration of its policies, programs and activities.

We are committed to supporting all staff through a comprehensive suite of flexible working schemes, family-friendly policies, training and development, and staff networks. Further information on equality at NUI Galway can be found at: [www.nuigalway.ie/equalityanddiversity](http://www.nuigalway.ie/equalityanddiversity)

If you need assistance or an accommodation due to a disability, you may contact us at [hr@nuigalway.ie](mailto:hr@nuigalway.ie) or Phone: **+353 91 492151**

Download the new NUI Galway App from iTunes for Apple or Google Play for Android. Features include a new map service to help you find your way around campus, where to park, search meeting rooms and lecture locations details and get update News and Event on campus.



## AN GHAELGE AR AN gCAMPAS

The University's proximity to the Connemara Gaeltacht – the largest Irish-speaking region – enables it to support the educational, economic and cultural needs of Irish speaking communities in the Gaeltacht and around the world. The University offers a bilingual environment where the Irish language is regularly used in academic and social life on campus.

## LEARN MORE

Visit: [www.nuigalway.ie/about-us](http://www.nuigalway.ie/about-us)



**PLAY VIDEO**

## OUR CAMPUS



# Application and Assessment procedures for support posts

## 1. APPLICATION PROCEDURE

### A. HOW TO APPLY

#### CURRENT NUI GALWAY EMPLOYEES

If you are a current NUI Galway employee please use the NUI Galway Employee Self Service (ESS) portal to apply for this post. Note that access to the ESS portal is currently only available on campus. The following is a link to the ESS portal: <http://ess.nuigalway.ie>

The following is a link to a User Guide for ESS:

<http://www.nuigalway.ie/hrdocs/ess/nuig-user-guide-support-internal.pdf>

Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date. Please note that closing dates/ times will not be extended for user error. Late applications will not be accepted.

#### NON NUI GALWAY EMPLOYEES

If you are not a current NUI Galway employee please use the NUI Galway online recruitment portal to apply for this post. The following is a link to the online recruitment portal:

<http://erecruit.nuigalway.ie>

The following is a link to a User Guide for the online recruitment portal:

<http://www.nuigalway.ie/hrdocs/ess/nuig-user-guide-support-internal.pdf>

Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date. Please note that closing dates/ times will not be extended for user error. Late applications will not be accepted.

The completed application document must be submitted online to reach the Human Resources Office no later **than date and time as specified on the advertisement.**

All applicants will receive an acknowledgement of application. If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact

[recruit@nuigalway.ie](mailto:recruit@nuigalway.ie) or telephone 091-492151.

### B. INCENTIVISED SCHEME FOR EARLY RETIREMENT (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### C. PENSION ENTITLEMENTS:

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.

Compulsory retirement age will be 70.

Please refer to Revenue circular ([www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf](http://www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf)) for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from NUI Galway.

### D. COLLECTIVE AGREEMENT: REDUNDANCY PAYMENTS TO PUBLIC SERVANTS :

The Department of Public Expenditure 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 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 will 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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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) and the Minister's consent will have to be secured prior to employment by any public service body.

### E. DEPARTMENT OF HEALTH AND CHILDREN CIRCULAR (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

### F. DECLARATION

Applicants will be required to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

## G. WORK PERMITS:

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible. For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website <https://www.djei.ie/en/>

## 2. ASSESSMENT PROCEDURE

### A. BOARD OF ASSESSORS

Applications will be considered by a Board of Assessors, which will shortlist and interview candidates and report to the University's Appointing Authority.

Where a specific Irish Language competence is set out as an essential criterion for a post, candidates will be required to sit an Irish Oral and Written Examination at the initial stage of the recruitment process. Applications from candidates that successfully complete this initial stage will be considered by a Board of Assessors, which will shortlist and interview candidates and report to the University Appointing Authority.

All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

### B. PRESENTATION & INTERVIEW DATES

Candidates will be advised of arrangements in due course. We endeavor to give as much notice as possible for interview dates etc., candidates should make themselves available for interview and presentation on the date(s) specified by the University. Candidates who do not attend for interview or other test when and where required by the University or who do not, when requested,

furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

### C. VIDEO CONFERENCING

The primary recruitment selection method used by Boards of Assessors at NUI Galway is attendance for presentation and interview on campus. In exceptional circumstances, such as an alternative to international travel, a Board of Assessors may approve a request from a Candidate to present and interview via video conference. A Candidate may be required to attend for a second interview in person prior to a Board reaching a final decision.

It may not be possible to facilitate such a request due to pre-arranged interview schedules and timelines. The University does not facilitate interviews via Skype/telephone.

### D. EXPENSES

Expenses are paid to candidates invited to the Assessors' Interview (see (a) above). For further information see the University policies on expenses at the following link: <http://www.nuigalway.ie/payroll/travel-&-subsistence-expenses/policies-and-procedures/>

### E. REFEREES

Referees listed on the application forms of shortlisted candidates will normally be contacted following interview.

### F. OFFER

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority.

The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination. Once a conditional job offer has been made, the candidate will be asked to complete a pre-employment health questionnaire that the University's Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post.

The information provided on the questionnaire will be used (i) to assess the candidates medical capability to do the job appliedfor; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.

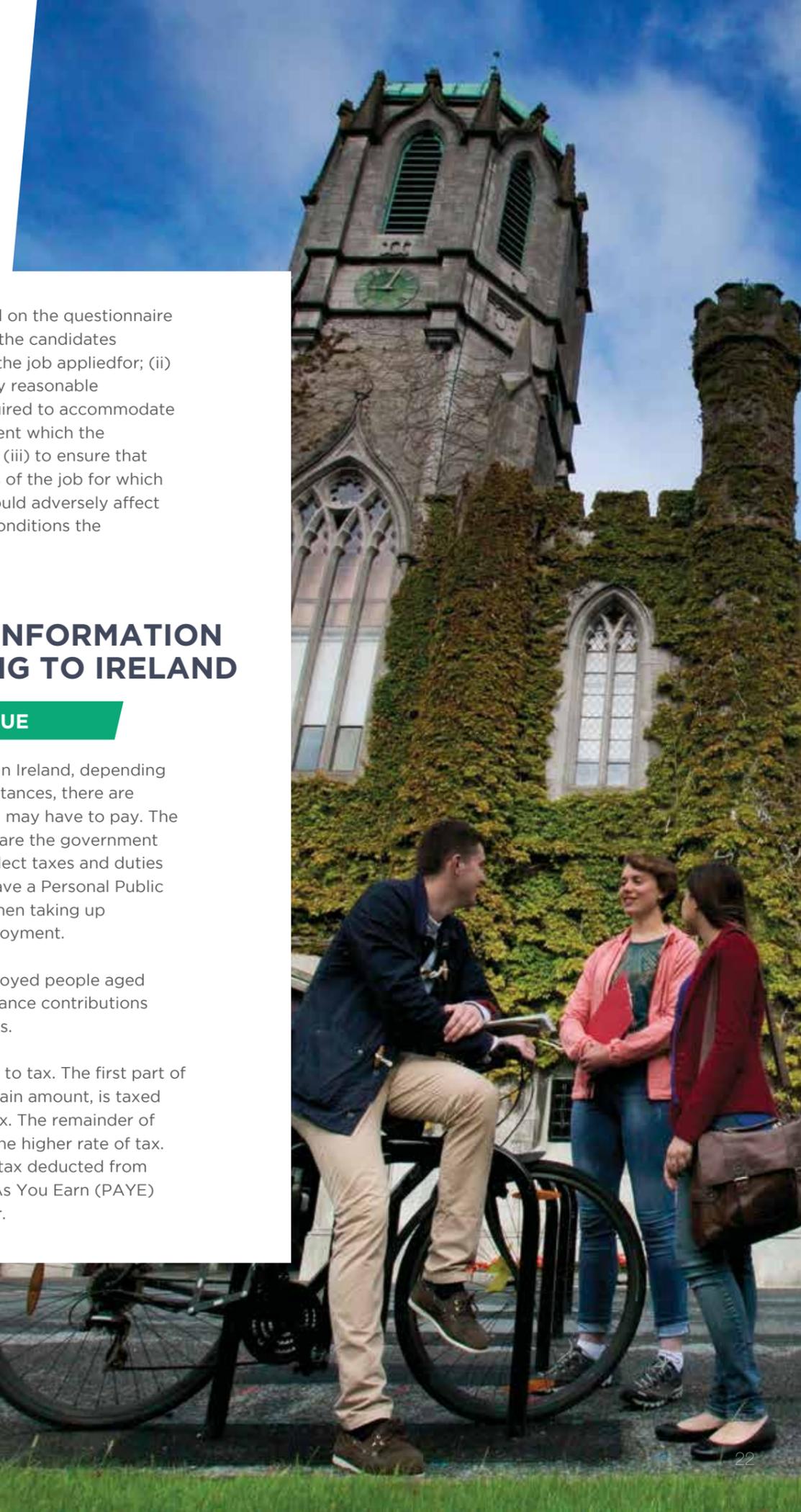
## 4. HELPFUL INFORMATION ON MOVING TO IRELAND

### A. TAX AND REVENUE

If you are coming to live in Ireland, depending on your personal circumstances, there are different taxes which you may have to pay. The Revenue Commissioners are the government body who assess and collect taxes and duties in Ireland. You need to have a Personal Public Service Number (PPS) when taking up employment or self-employment.

Employees and self-employed people aged under 66 pay social insurance contributions (PRSI) in addition to taxes.

Nearly all income is liable to tax. The first part of your income, up to a certain amount, is taxed at the standard rate of tax. The remainder of your income is taxed at the higher rate of tax. Employees have income tax deducted from their pay under the Pay As You Earn (PAYE) system by their employer.



## REDUCING YOUR TAX

Tax credits and reliefs reduce the amount of tax you have to pay. Tax is calculated as a percentage of your income. Your tax credits are deducted from this to give the amount of tax that you have to pay, for example, your personal tax credit. In some cases you can get relief for specific expenses, for example, medical expenses.

## UNIVERSAL SOCIAL CHARGE

The Universal Social Charge (USC) is a tax on your income that is charged on your gross income before any pension or PRSI contributions are deducted.

## RESIDENCE

Your liability for tax in Ireland can be affected by whether you are resident in the country and whether Ireland is your permanent home. Generally you will be charged Irish tax on your world-wide income earned or arising in a tax year during which you are resident, ordinarily resident or domiciled in Ireland for tax purposes. As a particular item of income can be taxable in both the country where it is sourced and also in the country in which you, as the recipient, are resident, Ireland has a number of double taxation agreements with other countries in order to avoid double taxation.

Further information: A guide to the Irish Tax System for people who are moving to Ireland is available on the Revenue website, [www.revenue.ie](http://www.revenue.ie)

## B. BANKING

Before you open an account with a financial institution, they are obliged to establish your identity and verify your address. This requirement is set down in the Anti-money Laundering legislation. Financial institutions include banks, building societies and credit unions.

When you are opening an account you cannot use the same document as proof of both your identity and your address. The bank may decide to use any of the following documents for verification, and they can also look for further information.

## PROOF OF IDENTITY

The bank can request any of the following documents as proof of identity:

- A valid passport
- A current Irish driving licence
- A National Age Card (issued by An Garda Síochána)

- An identification form with a photograph signed by a member of An Garda Síochána
- Documents issued by government departments showing your name.
- Government documents must be verified by a statement from a person in a position of responsibility such as a solicitor, accountant, doctor or social worker. That person must also come to the bank themselves with proof of their own identity.

## PROOF OF ADDRESS

The bank can request any of these documents as proof of your address:

- A current utility bill (such as a gas, electricity or telephone or mobile phone bill)
- A current car or home insurance policy that shows your address
- A document issued by a government department that shows your address
- A list of your tax credits
- A current balancing statement from Revenue
- A social insurance document (that shows your address)
- A letter from your employer or licensed employment agency stating that you have recently arrived in Ireland and have started work but cannot yet provide evidence of your Irish address (you will have to provide evidence of your address at a later date)
- In some cases a bank may ask you for your PPS number – for example, if you are claiming tax relief on the interest paid on a mortgage loan.

## C. HOUSING

If possible, you should arrange accommodation before you arrive in Ireland, even for the first few days of your stay, try to organise in advance to stay with friends or book yourself in to a hotel or a hostel in order to give yourself time to look around and get to grips with the accommodation situation in the area in which you plan to live.

## BUYING A HOUSE

If you are thinking of Buying a House, you need to be aware of the price trends in this country, the process by which houses are bought and sold and the initial costs that are involved. Useful website [www.daft.ie](http://www.daft.ie)

## RENTING ACCOMMODATION

Rented accommodation comes in many forms, you can choose from houses, flats, apartments, house-shares and bed-sits, according to what suits your needs and your budget. Useful websites include: [www.daft.ie](http://www.daft.ie) or [www.galwayadvertiser.ie](http://www.galwayadvertiser.ie)



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