OTM – R POLICY

OPEN TRANSPARENT MERIT BASED RECRUITMENT

2019

HR EXCELLENCE IN RESEARCH

CORK INSTITUTE OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

CIT Research Recruitment

Cork Institute of Technology recognises the need for Research Centres / Areas to be in a position to recruit research staff in as expeditious a manner as possible while adhering to best practice methods of recruitment and selection and in compliance with legislation.

Cork Institute of Technology (CIT) is committed to generating and developing a pool of talented researchers who, through scholarly activities and career development pathways, are capable of working in an academic and business environment. This mission is aligned to the overall CIT strategic goals of engaging and empowering staff, strengthening and extending research activities. CIT recognises and understands the importance of researchers, and is committed to attracting, retaining and developing talented researchers.

In 2017, Cork Institute of Technology gained the HR Excellence in Research Award in recognition of the Institute's ongoing commitment to adopting the principles of The European Charter for the Researchers and a Code of Conduct for the Recruitment of Researchers.

The CIT Action Plan consists of 40 actions that, when complete, will go a very long way towards the Institute's ambition to adopt in full the Principles of the EC Charter and Code for the benefit of its research staff.

The award recognises the progress CIT has made in support of researchers in the Institute, including the introduction of structured PhD programmes, the implementation of CIT's Researcher Career Framework and our ongoing commitment to supporting the professional training and development of CIT's researchers.

The award of the HR Excellence in Research will support our researchers in their proposals to attract international funding and researchers to CIT, and promote the Institute as providing a favourable working environment for researchers, in addition to increasing the international profile of the Institute.

In the period since obtaining the HR Excellence in Research Award, CIT has appointed a person dedicated solely to the recruitment of researchers to enable the recruitment process to move efficiently through the process outlined below.

Also in this intervening period, two new initiatives in the recruitment area have been introduced in CIT.

1. Internships for Research Positions – These are positions of up to two years duration whereby CIT graduates are employed in the area of research.
2. Work Placement for CIT students – This gives CIT students paid work experience in a Research Centre for 1 semester. HR, in conjunction with the Research Centre and the student's department representative try to ensure as many as possible of the students have access to this valuable work experience.

This policy sets out the various steps of the CIT Researcher recruitment process, from advertising to the appointment. In line with the HR Excellence in Research Award, our OTM-R policy aims to build on the principles of the Code of Conduct for the Recruitment of Researchers, providing more detailed information on the recruitment process for researchers in Cork Institute of Technology.

1. Filling a Post

The research centre will arrange for the completion of the Employee Requisition Form. This will include information on

- Job Title and Grade
- Reason for Requesting Post
- Employee Control Framework Approval Number

The Requisition Form requires authorisation by the following people:

- Head of Department / Function
- Head of School
- Finance Official confirming budget availability
- Human Resources Manager
- Vice President for Finance & Administration
- President

2. Advertisement

All vacancies for research staff are advertised on CIT's E-Recruitment System and www.irishjobs.ie. Sometimes research centres may also advertise on other media such as the national press and online specialist recruitment sites such as EURAXESS.

3. Shortlisting

Once the closing date for the submission of applications has passed, the research centre, in conjunction with the HR manager is responsible for screening and shortlisting all applications to ensure that only candidates who meet the minimum stated qualifications/criteria are considered for shortlisting (See Appendix 1 for Researcher Roles & Responsibilities).

The Human Resources Manager must approve the shortlisted candidates before they are invited to attend for interview.

4. Interview

The Selection Board composition is as follows:

- Member of the Governing Body
- President's Nominee
- Head of Function (Usually Research Centre Manager or Principle Investigator)
- External Expert

All Selection Boards must be gender balanced.

At the start of the interview, a representative from Human Resources will attend to brief the Selection Board on matters relating to questions that must not be asked of candidates and that proper notes must be taken that can be requested for viewing under the Freedom of Information Act. All the relevant documents must be signed by the Selection Board at the end of the interview process for example the Selection Board Report (See Appendix 2) and the Master Assessment Sheet.

In certain circumstances, where the researcher candidate is unable to physically attend the interview, an interview via skype is facilitated.

Each member of the Selection Board will give an assessment of the candidates against the agreed criteria. A unanimous decision by the Selection Board members must be reached on the outcome of the interviews.

5. Appointment

The recommendation of the Selection Board will be sent to the next Governing Body Meeting for ratification. Following this, a letter of offer will be sent to the successful candidate by post or if outside Ireland, by email.

6. Role of Human Resources

The Human Resources Office has responsibility for administering the recruitment process. They will ensure that the documentary evidence of qualifications, references and other necessary criteria of the recommended candidate are verified. The Human Resources Office also facilitate a pre-employment medical, and the garda vetting obligations.

On commencement in the position, the Researcher will report to the Human Resources Office where they will receive an induction which is designed to give information on Cork Institute of Technology's procedures and other relevant information.

APPENDIX 1

Researcher Roles & Responsibilities

Research Assistant (R1)

Role holders at this level are concerned with *assisting* an individual research leader or team to conduct a particular study (or group of studies). They will generally be involved in data generation and/or collection using standard and well-defined methods developed by others. They will be working under close supervision by, and direction from, a more senior researcher or member of academic staff, who will be ultimately responsible for the project.

This may be the entry level for some staff that are expected to train and/or develop to take on more senior researcher roles. Role holders should be provided with academic and pastoral support within the department (including counselling on realistic career opportunities) and skills development, subject to appropriate funding being available.

Education/Experience

- A primary degree in relevant discipline
- Little to no research experience is required/expected at this entry level.

Roles & Responsibilities

Research

- Work under the direction of a Principal Investigator (PI) / Project Leader (PL)
- Provide assistance in conducting research activities, including planning, organising and communicating research studies within the overall scope of a research project
- Make use of standard research techniques and methods
- Assist in analysis and interpretation of results of own research, if applicable
- Undertake tasks which may include recording results and preparing technical reports including conclusions and recommendations
- Provide guidance as required to any support staff and/or research students working on the research project
- Present information on research progress to the PI/PL and Research Entity
- May participate in limited teaching hours for own development

Administration/Management

- Plan and manage own day to day research activity
- Manage personal research project resources
- Keep appropriate records
- Produce reports of project(s) in line with funding agency requirements

Income Generation/Funding

In the context of the Research Entity a Research Assistant may be required to contribute to funding proposals.

Researcher/Senior Researcher (R2)

Role holders at this level will be experienced researchers, drawing upon knowledge gained from direct postgraduate research or equivalent. It would be usual that role holders are at early career development stage (<6 years research experience).

They may be *associated* with a particular project (or projects) and will contribute ideas, and/or enhancement of techniques or methodologies. They will still be working under supervision, but will be expected to take significant initiatives in their work and consult with the PI/PL over the details of the project. It will be expected that the level of responsibility and independent working will increase throughout the duration of the contract.

They will be involved in administration relevant to their projects (e.g. report writing, managing other researchers and monitoring research budgets). They will be expected to be undertaking research individually and/or collectively and to be advancing the state of knowledge and understanding within their particular area of expertise. Role holders will be provided with academic and pastoral support within the department (including counselling on realistic career opportunities) and skills development, subject to availability of funding.

Education/Experience - Researcher (Postdoc level 1)

- Minimum of Masters or equivalent research experience
- Industrial based R&D in a complementary research discipline

Education/Experience - Senior Researcher (Postdoc level 2)

Minimum of 3 years PhD or equivalent research experience including industrial based R&D in a complementary research discipline

Roles & Responsibilities

Research

- Conduct a specific programme(s) of research and scholarship under the general guidance of a member of the academic staff or PI/PL
- Engage in appropriate training and development opportunities as required by the PI/PL
- Engage in the dissemination of the results of the research in which they are engaged, as directed by, with the support of, and under the supervision of the PI/PL
- Engage in postgraduate student supervision
- Acquire generic and transferable skills (including project management, business skills and postgraduate mentoring/supervision), subject to availability within the Institute
- May participate in limited teaching hours for own development

Administration/Management

- Carry out any additional duties as may reasonably be required within the general scope and level of the post
- Assist in the management / co-ordination of key aspects of the research programme (e.g. financial management, reporting, equipment management etc.)

Income Generation/Funding

- Contribute to the identification of external funding sources and assist in the writing of grant proposals

Research Fellow (R3)

Role holders at this level will have substantial experience of research (normally not less than six years). They will initiate and take responsibility for research projects and may adopt a leadership role on the project.

They will be involved in administration relevant to their projects, managing other researchers and monitoring research budgets. They will be expected to undertake research individually and/or collectively and to be advancing the state of knowledge and understanding within their particular area of expertise as well as publishing regularly in high quality outlets.

They are expected to be establishing a growing reputation within their particular research field and academic discipline and to be establishing a growing national reputation within their field.

Role holders will mentor more junior staff, encouraging and supporting their development/career. Post holders will engage in continuous professional development activity.

Education/Experience

- Minimum of significant research experience (>6 year post PhD) or equivalent research experience and/or including industrial based R&D in a complementary research discipline.
- Clearly demonstrate that they are capable of independent research
- Have a track record of postgraduate/team supervision
- Have a track record of contributing to funding acquisition

Roles & Responsibilities

Research

- Define research objectives and carry out original and significant research which supports research activity in the Research Entity, Department/School, or the Institute, dependant on their reporting structure
- Manage and independently conduct a specific programme of research and scholarship
- Disseminate the outcomes of the research, including peer-reviewed academic publications of international standing
- Participate fully in the wider research and scholarly activities of the Research Entity, Department/School or the Institute

- Contribute to the development of the research strategy within the Research Entity, Department/School or the Institute
- Supervise post graduate research students
- Plan and implement commercial and consultancy activities as appropriate
- Engage in appropriate professional training and professional development opportunities as required by the PI/PL, Department/School or the Institute
- May participate in limited teaching hours for own development

Administration/Management

- Take responsibility for, manage and conduct administrative and management tasks associated with the research programme(s)
- Provide training, expert advice and / or assistance to new members of the team and research students as appropriate
- Carry out any additional duties as may reasonably be required within the general scope and level of the post

Income Generation/Funding

- Independently identify research objectives/potential funding sources and prepare associated funding bids/grant proposals
- Contribute to patents / commercial application, as appropriate
- Engage with internal and external stakeholders including academic and industry partners/collaborators as appropriate

Senior Research Fellow (R4)

Role holders at this level will have extensive experience of research and research management. They will have a significant leadership role in collaborative research bids, leading research teams or driving forward innovative research themselves. They will manage the design, development and delivery of a range of research programmes and provide research leadership, contributing to the strategic direction of their Research Entity, Department/School or the Institute and enhance the research reputation of the Research Entity, Department/School and the Institute e.g. through publications in refereed journals, contributions to edited volumes or authorships of major text(s) as appropriate to the discipline, over a sustained period.

Role holders at this level will have established reputations within their research field. They will enjoy a wide recognition for their expertise and will have made recognised and significant contributions to the developing knowledge and understanding of their research area.

Education/Experience

- Minimum of very significant research experience (> 8 year post PhD) or equivalent research
- Experience including industrial based R&D in a complementary research discipline
- Track record of independent research, postgraduate/team supervision, leading funding acquisition and international collaboration
- Record of research leadership and research management

Roles & Responsibilities

Research

- Play a leading role in regional, national/international collaborative research projects
- Supervise post graduate research students
- Identify and secure external sources of funding and manage budgets and resources accordingly
- Help to create networks of researchers and opportunities for their junior researchers, advising them on possible sources of research funding, providing expert advice on their projects, and generally overseeing the development of their careers
- Act as the driver of strategic research projects and outputs
- May participate in limited teaching hours for own development
- Contribute to patents/commercial application, as appropriate
- Disseminate the outcomes of the research in appropriate national and international peer-reviewed academic publications, conferences and policy forums
- Play a leading role/is active in external networks or professional organisations, to identify sources of funding, generate income, obtain consultancy projects, or build collaborative relationships for future activities

Administration/Management

- Manage and oversee research projects and assume strategic and operational responsibility for project budgets and resources
- Recruit, manage and lead a team of researchers to achieve the stated programme aims
- Carry out any additional duties as may reasonably be required within the general scope and level of the post

Income Generation/Funding

- Independently secure significant funding to conduct a research project as the PI
- Raise significant research funds

APPENDIX 2

CORK INSTITUTE OF TECHNOLOGY

SELECTION BOARD REPORT

POST:

NO OF POSTS: _____

Date of Selection Board Meeting(s):

1.   No. of Applicants:

2.   No. of Applicants called for Interview:

3.   No. of Applicants attended: _____

4.   The following applicants attended for interview:

_____

5.   The following applicants were called for interview but did not attend:

6.   The following applicants were not called for interview:

7.   Unanimous Decision ☐   Majority Decision (details below) ☐

Other Remarks: _____

_____

_____

Recommendation: Signature of Members of Board:

1. _____   _____

2. _____   _____

3. _____   _____

4. _____   _____

5. _____   _____

DATE:

SELECTION BOARD MEMBERS				
Name	**Composition of Interview Board**	**Position Held**	**Present**	**Absent**