



Research Centre

**National Centre for Sensor Research
(NCSR)**

Post Title

Research Assistant (Quality Assurance)

Post Duration

**Part-time (50%) fixed term contract up
to 12 months**

Background & Role:

The National Centre for Sensor Research (NCSR) is a world renowned, large-scale, multidisciplinary research facility focused on the science and applications of chemical sensors and biosensors. This state-of-the-art facility comprises custom-designed laboratories, a range of specialist support units and equipment, and dedicated technical and administrative staff.

The NCSR is piloting a project to implement an internal Quality Management System on laboratory equipment to monitor and control instrument maintenance and calibration. The maintenance and calibration of key equipment is crucial to ensuring top quality scientific output. It also ensures that the instruments provided within NCSR are operational and calibrated to industry standards which in turn will demonstrate to potential partners, users, funding agencies and industry that we maintain and manage our equipment to a high standard.

Principle Duties and Responsibilities:

Duties and responsibilities of the position include the following:

- Develop the 'Quality Manual' for NCSR and assist with the development of the internal Quality System
- Establish an electronic document management system for the retention and control of all quality related documentation
- Maintain documentation such as standard operating procedures, maintenance manuals, quality policies and procedures
- Communicate to and train all relevant personnel ensuring the effective implementation of the quality system
- Establish the internal audit process inclusive of procedures, acting as lead auditor and conducting audits to ensure compliance to quality program
- Establish the Corrective Action System and all associated procedures
- Set up reporting processes to keep management informed on a monthly basis of instrument performance, corrective actions, non-conformances, etc.

Minimum Criteria:

Applicants must have a primary degree in a relevant discipline. Experience in a laboratory environment or quality assurance or Metrology environment is desirable. Ability to work independently and remain self-motivated with minimal direct supervision. Strong organisation skills and close attention to detail. Excellent interpersonal skills with an ability to interview individuals associated with audit subject matter. Excellent knowledge of Microsoft Office Programs. Good knowledge of statistics would also be an advantage

Salary: €21,830 - €23,181 per annum pro-rata (50%)
Subject to qualifications and experience

Closing date: 14 February 2014

Informal enquiries to:

Robbie Sinnott, NCSR, Dublin City University, Dublin 9, Tel: +353 1 700 6320
E-mail: Robbie.Sinnott@dcu.ie

Application Procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500 Email: hr.applications@dcu.ie

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

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