



## **Science and Technology Enhancement Platform (STEP) Quality Control Coordinator**

**(Full-time Fixed term contract of 6 months)**

The Science and Technology Enhancement Platform (STEP) at DCU are recruiting a Quality Control Coordinator for a 6 month full time post for the Research Facilities Unit. The STEP Research Facilities Unit is piloting a project to implement an internal Quality System on laboratory equipment to monitor and control instrument usage, 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 for research in DCU 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.

The Quality Control coordinator will be responsible for the continued development and implementation of the equipment quality systems for facilities associated with DCU's research priority areas. The appointed Quality Systems coordinator will report to and be managed by the STEP Research Facilities Unit Manager.

### **Duties and Responsibilities:**

We currently have requirement for a quality focused person to fulfill a role with the following responsibilities:

- Continue to develop the internal Equipment Quality System.
- Develop the electronic document management system for the retention and control of all quality related documentation.
- Develop the web based interfaces for document access and data entry.
- Maintain documentation such as standard operating procedures, maintenance manuals, quality policies and work instructions.
- 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.

### **Qualifications and Experience**

Candidates must hold a primary degree. At least 2 years' experience in a quality assurance / incoming inspection /Metrology environment is desirable.

- Ability to work independently and remain self-motivated with minimal direct supervision.
- Strong organization skills and close attention to detail.

- Excellent interpersonal skills with ability to interview individuals associated with audit subject matter.
- Excellent knowledge of Microsoft Office Programs.
- Experience of working with the third-level education sector an advantage
- Good knowledge of web page design and online forms.
- Good knowledge of statistics would also be an advantage.

**Salary Scale:** €21,850 per annum pro rata

**Closing Date** 26 November 2014

**Application forms are available from:** <http://www4.dcu.ie/hr/vacancies/current.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

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