



Dublin City University
Faculty of Science & Health
School of Chemical Sciences
Technical Officer / Senior Technical Officer
(Fixed term contract to 31st December 2014)

The School of Chemical Sciences at DCU wishes to appoint a Technical Officer / Senior Technical Officer on a fixed term contract basis, to 31st December 2014.

Duties and Responsibilities:

The Technical Officer/Senior Technical Officer will provide high-level technical support for teaching and research within the school. Common daily duties attaching to the posts include, but are not restricted to, the following:

- Maintain teaching and research laboratories as directed by the Head of school or his representative.
- Preparation of all materials and equipment necessary for practical sessions.
- Assisting academic staff and students with experiments as required.
- Ensuring laboratories and equipment are kept clean, tidy and are maintained in good working order.
- To undertake the commissioning of new equipment.
- To install, assemble, operate, manage and maintain instrumental apparatus and equipment.
- Collate operations manuals, prepare standard operating procedures and ensure documentation is available for all equipment and accessories.
- Undertake basic research tasks as required.
- Order and take delivery of materials and equipment and maintain stock levels, as appropriate.
- Monitor and ensure compliance with all health and safety rules and regulations.
- Undertake any other duties as assigned by the Head of School or his representative

Qualifications and Experience:

Applicants must hold an honours degree in a Chemical Science or closely related discipline. Appointment to Senior Technical Officer will require a relevant Masters degree or equivalent. Applicants should have experience in advanced instrumentation, experience in Scanning Electron Microscopy would be a distinct advantage. Candidates should also have a good working knowledge of Information Technology. Candidates must have excellent communication, organisational and team working skills, and demonstrate a flexible and versatile approach to their work.

Informal enquiries in relation to the technical post above should be directed to:

Veronica Dobbyn, Chief Technical Officer, School of Chemical Sciences, Dublin City University, Dublin 9.

E-mail: veronica.dobbyn@dcu.ie Telephone: + 353 1 700 5840 Fax: + 353 1 700 5803

Salary scale: €34,518 - €57,760 (LSI)

€31,066 - €51,984 (LSI)*

**Applies to new entrants to the public sector after 1st January 2011*

Full details of salary upon promotion for internal staff can be viewed at

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing date: 5th March 2014

Application Procedure:

Application forms are available from the *DCU Current Vacancies (open Competitions)* website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel:+353 (0) 1 7005149.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax:+353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer