INTRODUCTION
The School of Nursing and Human Sciences at DCU is a leader in its field with expertise in the provision of innovative nursing, psychology, psychotherapy, sexuality studies, health & society and other health and social care multidisciplinary educational and research programmes. The programmes currently offered are: BSc in Nursing; BSc in Psychology; MSc in Psychotherapy; Doctorate in Psychotherapy; MA in Sexuality Studies (in conjunction with the SALIS, DCU); BSc in Health and Society; MSc in Chronic Disease Management; Post-registration Programme in Children’s Nursing; MSc in Nursing/Healthcare Practice; Certificate in Homelessness Prevention & Intervention; Standalone professional development modules for healthcare and other practitioners.

In supporting these programmes and activities, the School, incorporating the Clinical Education Centre and Healthy Living Centre, offers facilities for students and staff including multimedia (video, web, print, etc) production tools for education and marketing materials, video recording system for staff and students, AV facilities in all classroom and lecture theatres and cutting edge interactive e-learning tools. Applications are invited from motivated and suitably qualified candidates for the post of Technical Officer / Senior Technical Officer based in the School of Nursing and Human Sciences.

INDICATIVE DUTIES AND AREAS OF RESPONSIBILITY
The post holder will assist in the organisation and day to day running of the audio-visual and ICT facilities and services within the School of Nursing and Human Sciences, including in the Clinical Education Centre and Healthy Living Centre. In this regard they will be in regular contact with all staff in the School. The post holder will report to the Head of School and will be expected to work on a day-to-day basis with a minimum of supervision.

The following is a broad but not exhaustive list of the principal duties of the post:
1. Strategic planning to meet ICT, AV and e-learning needs of the SNHS students and staff, in consultation with the School Management Team.
2. Managing ICT resources created or procured by the SNHS.
3. Procurement – order, take delivery of and set-up equipment and materials; maintenance of appropriate records.
4. Staff and student support in the use of audio-visual recording and other facilities in the SNHS.
5. Maintain smooth running of AV facilities in classrooms, CEC and boardrooms in conjunction with ISS.
6. Responding to SNHS staff experiencing AV issues in classrooms.
7. Audio-visual support for SNHS conferences and events.
8. Provide support, training and documentation to students using the AV system.
9. Production and management of marketing and training videos / resources.
10. Manage and update the School website and other social media platforms.
11. Management of digital displays within the building.
12. Assist and support staff in developing and using e-learning packages and resources, in association with relevant DCU units (TEU and ISS).
13. Provide media support frameworks as appropriate (eg templates, images, etc).

In addition to the above areas the role holder will also undertake any duties assigned by the Head of School or Deputy.

EXPERIENCE AND QUALIFICATIONS
The successful candidate must hold an honours degree (NFQ Level 8) in a relevant discipline (multimedia studies or related area) and demonstrate appropriate technical support experience, preferably in an clinical educational environment. S/he should have a proven track record of working independently, but should also demonstrate their ability to work as part of a team. Familiarity with the operations of a clinical education environment would be desirable. A self-starting attitude, good interpersonal skills and high technical expertise are a prerequisite.

Salary scale: €31,066 - €57,760

Closing date for receipt of applications: 31st July 2015
Application forms are available from: Human Resources Department
Dublin City University, Dublin 9
Tel: (01) 700 5149; Fax (01) 700 5500
Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #147: Technical Officer/ Senior Technical

For additional information or informal discussion in relation to this post contact;
Professor Anne Matthews, Head of School of Nursing and Human Sciences
Phone 7008957 email: anne.matthews@dcu.ie

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