Applications are invited from suitably qualified candidates for the following position:

**Technical Officer / Senior Technical Officer**

**School of Electronic Engineering**

**Faculty of Engineering and Computing**

**Permanent**

**Role Profile**

**Introduction**

Dublin City University (www.dcu.ie) is a young, dynamic and ambitious university with a distinctive mission to transform lives and societies through education, research and innovation. It is research intensive, globally engaged and distinguished by both the quality and impact of its graduates, and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life and in the workplace, by providing a high-quality education appropriate to solving grand global challenges of the 21st century. Excellence in its education and research activities has led to DCU’s consistent presence in the rankings of the world’s top young universities.

Founded in 1980, the School of Electronic Engineering is one of three schools that comprise the Faculty of Engineering and Computing at Dublin City University. Since its inception, the School has established a strong reputation for delivering high-standard innovative engineering education at both undergraduate and postgraduate level, as well as a diverse and internationally-recognised suite of research activities. The School currently offers NFQ Level 8 undergraduate BEng programmes in Electronic and Computer Engineering as well as in Mechatronic Engineering. It delivers NFQ Level 9 MEng programmes in Electronic and Computer Engineering and Electronic and Computer Technology. The School has also been strongly to the fore in the development of structured PhD (NFQ Level 10) programmes by way of all-Ireland activities such as the Telecommunications Graduate Initiative and Inspire consortium, as well as local provision of modules to research students. The School places a strong emphasis on teaching innovation and our Level 9 programmes are structured to facilitate part-time, international or remote students, with most MEng modules also available online.

Our teaching activities are informed by a diverse range of research activities within the School. School staff play leading roles within several major national and international research groupings including the SFI-funded Insight Centre for Data Analytics and the CONNECT telecommunications centre, as well as internationally-recognised research laboratories in optics, plasma engineering, computer vision systems, Internet of Things and semiconductor metrology amongst others. Within these structures, staff engage in a host of research activities, ranging from fundamental research at the frontiers of scientific and engineering knowledge, to industry-targeted commercialisation and translation activities. More detailed information on the School’s structure and activities are available at www.dcu.ie/electronics.

**Technical Officer/Senior Technical Officer**
The successful applicant will primarily be expected to provide technical support across the breadth of the School’s teaching and research functions. There will also be opportunities for the candidate to engage in a wider set of activities, including programme promotion and some teaching and learning duties commensurate with their abilities and interests.

**Key Responsibilities and Duties**
The duties and responsibilities of the role will include, but are not limited to the following:

- To ensure that teaching and research laboratory equipment and facilities are maintained to a high level.
- To provide laboratory demonstration and support for undergraduate teaching, postgraduate teaching and research activities.
- To ensure compliance with health and safety rules and regulations in the day-to-day work environment.
- To procure and maintain inventories of equipment and materials for undergraduate and postgraduate laboratories, including working with DCU purchasing and asset management systems.
- To assist academic staff in the development of laboratories and the design and manufacture of experimental equipment.
- To assist with the maintenance of network and computer systems.
- To support promotional activities such as open days and secondary school workshops.
- To adapt and embrace new technologies associated with a flexible and innovative work environment.
- To interact with colleagues, other University entities, external companies and suppliers in a professional manner.
- To assist in the development of a strong online and social media presence for the School, its programmes and its activities.
- To perform any other duties that the Chief Technical Officer or Head of School may allocate as required.

This position is open to candidates who meet the following criteria:

- An honours degree (NFQ Level 8)
- For Senior Technical Officer a MEng or a similar relevant discipline is required

**Additional Experience:**
Candidates will ideally also have:

- Minimum of three years’ experience in a similar technical officer role in a higher education institution or business / enterprise.
- Demonstrable track record of working independently
- A proven ability to work as part of team
- Excellent interpersonal, communication and IT skills.

**Mandatory Training**
The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.

**Salary Scales:**
* Technical / Senior Technical Officer: €33,283 - €59,739 (€60,990 with long service increment)

* Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy

**Closing date:** 25th November 2019

**Informal Enquiries in relation to this role should be directed to:**
Jennifer Bruton, Head of School of Electronic Engineering, Dublin City University.

Phone + 353 (0)1 7005034 Email: ee.head@dcu.ie

*Please do not send applications to this email address, instead apply as described below.*

**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.

Along with the application form, please submit a brief CV and cover letter.
Please clearly state the role that you are applying for in your application and email subject line: **Job Ref #BC1001 Technical Officer / Senior Technical Officer - School of Electronic Engineering**

Applications should be submitted by e-mail to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

**Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.**