JOB DESCRIPTION
Senior Technical Officer / Technical Officer
School of STEM Education, Innovation and Global Studies
DCU Institute of Education
Permanent

Introduction

The DCU Institute of Education is the newest faculty of Dublin City University. It is based in a €70 million purpose built facility on the DCU St Patrick’s Campus in Drumcondra in Dublin. Established in 2016 as Ireland’s first University faculty of Education, it has a staff of more than 130 full-time academics and a student body in excess of 4,000.

The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based postgraduate programmes at doctoral, masters, diploma and certificate levels.

As a centre of expertise and excellence in teacher education and education more generally, the Institute hosts a range of research centres in key areas of priority and has an ambitious and growing programme of research. With internationally-recognised experts in education policy, inclusive and special education, curriculum and pedagogy, assessment, literacy, evaluation and teacher education, the Institute provides a dynamic learning and working environment. Staff can expect to encounter opportunities for multi-disciplinary work, not just in the Institute, but across the University. As one of the world’s leading young Universities, DCU has established its fifth and newest faculty out of a conviction that studies and research in education and the preparation and support of teachers are central to the transformation of lives and communities.

Committed to academic excellence and innovation, the DCU Institute of Education is confident its students and staff, and its graduates can flourish and lead in the challenging and complex contexts of 21st century education.

School of STEM Education, Innovation and Global Studies

The School of STEM Education, Innovation and Global Studies is one of six schools within the DCU Institute of Education. The School contributes to a range of high-quality undergraduate and postgraduate programmes across the education landscape. Through its teaching and research the School is centrally engaged in transforming the Irish education system and is a significant contributor to knowledge creation and policy development in the field of education.

Senior Technical Officer / Technical Officer

The School of STEM Education, Innovation and Global Studies is seeking to appoint a Senior Technical Officer / Technical Officer to support their dynamic teaching, research and service activities in the area of Science Education across Initial (primary and post-primary) and In-service Teacher Education. Additionally, the position will require provision of advice to the School and Faculty on matters relating to Health and Safety. Finally, the successful candidate will also manage the School’s ICT resources.
Duties and Responsibilities include but are not restricted to the following:

- Assist staff in their teaching, research and service through preparation of laboratories, equipment, biological reagents, chemicals and resources
- Budget monitoring, stock control and procurement/ordering of teaching resources
- Manage laboratory infrastructure and project manage required upgrades (including advice and procurement of laboratory instruments, equipment and resources and liaising with external contractors)
- Maintenance of laboratory equipment (including direct maintenance, as well as scheduling and procurement of required checks)
- Overseeing chemical segregation and waste management
- Development and maintenance of documentation such as standard operating procedures, maintenance manuals, quality policies and work instructions
- Preparation of student handbooks and resources
- Accurate recording of maintenance and instrument usage
- Provision of staff training and development of manuals for equipment and instruments
- Technical assistance for staff microteaching modules and students on school placement
- Assist the practical delivery on Initial Teacher Education and Continuing Professional Development Programmes
- Advise faculty management on matters relating to health and safety (Safety statements, risk assessments etc.)
- Liaise with the University Health and Safety Office on behalf of the Institute of Education
- Provide information relevant to health and safety and ICT facilities at School meetings
- Preparation of Health and Safety procedures and maintenance of same
- Serve as school fire warden and complete regular fire safety checks
- Ensure laboratory facilities and processes are in line with biosafety requirements
- Maintain laboratory and preparation areas to ensure they are clean, tidy and organised
- Manage of School ICT resources
- Manage deliveries to School to prevent exposure of hazardous substances to non-trained staff

Skills and Experience:

- Applicants for the post must hold an honours degree (NFQ Level 8) in a relevant Science discipline and should have at least 3 years’ relevant experience.
- The applicant should have a proven track record of working independently and should also demonstrate their ability to work as part of a team.
- Familiarity with the operations of a scientific laboratory environment and experience managing Health and Safety processes is essential.
- Applicants must have excellent communication and organisational skills and demonstrate a flexible and versatile approach to their work.
- Experience of working in Education settings, specifically in the context of Initial Teacher Education is highly desirable.
- Experience of budget management and procurement is highly desirable.
- Familiarity of all sciences - physics, chemistry and biology - is highly desirable.
- Experience and a good working knowledge of Information Technology would be advantageous.

The position is subject to the candidate being Garda Vetted.