



DCU Institute of Education

School of STEM Education, Innovation and Global Studies

Technical Officer/Senior Technical Officer

(Half-Time Fixed Term Contract of up to 3 Years)

Introduction

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is 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, rounded education appropriate to the challenges and opportunities of the 21st century. Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

The DCU Institute of Education is the newest faculty of Dublin City University. It is based in a state-of-the-art 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 post-graduate 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 researches 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.

Technical Officer/Senior Technical Officer Position

The School of STEM Education, Innovation and Global Studies is seeking to appoint a Half-Time Technical Officer/Senior Technical Officer to support their 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 the applicant to manage the Schools ICT resources.

The duties and responsibilities attaching to the post include, but are not restricted to the following:

Duties and Responsibilities:

- Support staff in their teaching, research and service through preparation of laboratories, equipment, chemical solutions and resources
- Responsible for inspection, maintenance, installation, troubleshooting, calibration and testing of laboratory and safety related equipment as required.
- Maintenance of stock control records and ordering
- Maintenance of laboratory equipment
- Assist in the relocation and recommissioning of equipment
- Overseeing storage and disposal of chemicals
- Assist with hazardous waste management
- Keeping laboratory and preparation areas clean, tidy and organised
- Preparation of Health and Safety procedures and maintenance of same
- Research and advise on procurement of new laboratory instruments, equipment and resources
- Development and maintenance of documentation such as standard operating procedures, maintenance manuals, quality policies and work instructions
- Preparation of student handbooks and resources
- Keeping accurate records of maintenance and instrument usage
- Technical support for staff microteaching modules and students on school placement
- Coordinate the training, evaluation and approval of new users to centrally managed research equipment
- Provision of training and development of manuals for equipment and instruments
- Manage the internal audit process inclusive of procedural audits, laboratory/cleanroom audits and health & safety audits
- Support strategic planning in relation to science practical delivery of ITE and CPD Programmes
- Management of School ICT resources

Desired 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 1 Year's relevant experience. The applicant 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 scientific laboratory environment is desirable. Experience and a good working knowledge of Information Technology would be advantageous. Experience of working in Education settings would be desirable. Applicants must have excellent communication and organisational skills and demonstrate a flexible and versatile approach to their work. The position is subject to the candidate being Garda Vetted.

Informal Enquiries to Dr. James Lovatt
Tel. 01 8842094 Email james.lovatt@dcu.ie

Further information:

More information about the DCU Institute of Education can be found at http://www.dcu.ie/institute_of_education/index.shtml. Further information about the School of STEM Education, Innovation and Global Studies can be found at http://www.dcu.ie/stem_education_innovation_global_studies/index.shtml

Salary Scales: *€32,066 – €57,555 (€58,760 with Long Service Increment) per annum pro rata

**Appointment will be commensurate with qualifications and experience, and will be made in line with current Government pay policy*

Closing date: 20th July 2017

Application Procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 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 # 606 Technical Officer/Senior Technical Officer, School of STEM Education, Innovation and Global Studies

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer