



## **Job Description**

### **Technical/Senior Technical Officer School of Chemical Sciences Faculty of Science & Health Permanent**

#### **Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

#### **School of Chemical Sciences.**

The School of Chemical Sciences is one of Ireland's most progressive and highest achieving Schools with outstanding facilities, housed within a modern and dynamic city campus. Our goal is to develop graduates with the ability to critically evaluate and then to solve, chemical and pharmaceutical problems, preparing the highest quality graduates capable of meeting the challenges of modern industry and research. The School is highly successful at attracting large-scale research funding, with our researchers having significant roles within nationally significant university/industry collaborative initiatives and European funded Integrated Training Networks. The School of Chemical Sciences is one of the leading academic schools within DCU. The School is ranked in the top 350 chemistry

schools/departments in the world (QS Rankings), a reflection of the School's ambitious research activities and its undergraduate/postgraduate degree programmes.

Undergraduate programmes include the BSc in Chemical and Pharmaceutical Sciences, BSc in Analytical Science, BSc in Chemistry with Artificial Intelligence, BSc in Environmental Science and Technology, BSc in Science Education and a Chemistry General Entry pathway.

### **Role Profile.**

The School of Chemical Sciences seeks to appoint a Technical Officer/Senior Technical Officer on a fulltime basis with a strong background in chemistry and chemical instrumentation, who will join a team of technical officers working to deliver high-level technical support and expertise to our teaching and research community.

Reporting to the Chief Technical Officer, the successful candidate will be responsible for the routine operation and maintenance department laboratories and equipment. They must be able to demonstrate a high level of initiative and possess excellent communication skills.

### **Duties and Responsibilities:**

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

- Delivery of high-quality technical support and service to the department teaching and research activities across a variety of chemistry disciplines.
- Maintain and prepare laboratory practical sessions and associated equipment / instrumentation / chemicals as directed by the chief technical officer, ensuring the laboratories and equipment are kept clean, tidy and maintained in good working order.
- Support academic staff with preparation of materials for environmental field trips.
- Assist academic staff, demonstrators and undergraduate students during practical laboratories, as required.
- Work with academic staff to assist in the design, development and continuous improvement of laboratory practical's and in student practical workbooks.
- Ensure the efficient management of laboratory records, including inventories and stock control of chemicals, laboratory apparatus/equipment and equipment preventative maintenance.
- Manage compliance and control of chemicals, chemical hazards, chemical storage and waste.
- Procurement of laboratory supplies and equipment with knowledge of procurement procedures at national and EU level.
- Commissioning, operation, maintenance and decommissioning of general and high-end laboratory equipment in both teaching and research laboratories.
- Provide instruction and support on general and high-end laboratory instrumentation and techniques, and on best practice.
- Develop and write SOP's relating to the operation of department equipment and laboratory procedures.
- In Health & Safety compliance, maintain and update the School Safety documentation as directed by the Head of School or their representatives, the Chief Technical Officer and/or School Safety Adviser.

- Contribute to the development of policies & procedures to meet with Health & Safety legislative requirements and department/university standards.
- Participate in the provision of safety advice, training and support academic staff with Health & Safety compliance in the research laboratories, and technical colleagues with teaching laboratory protocols. Maintain records in respect of this.
- Undertake any other duties as assigned by the Chief Technical Officer.

It is likely that flexibility regarding the allocation of specific duties will be necessary. Accordingly, the list of duties detailed above is not intended to be exclusive or restrictive. Alterations will take place within the remit of the Chief Technical Officer and after consultation with the appointee.

### **Qualifications and Experience**

#### **Essential:**

Candidates must have an honours degree (level 8 NFQ) in a Chemical Science or closely related discipline, with a minimum of 1 year experience working in the education sector at a third level institute.

#### **Desirable:**

Experience in Scanning Electron Microscopy and advanced instrumental techniques would be a distinct advantage.

Candidates should be able to demonstrate their experience in commissioning, operation and maintenance of analytical instrumentation in a chemical sciences laboratory setting.

Candidates must be able to demonstrate good working knowledge and awareness of Health & Safety regulations and procedures as pertains to laboratory work in the chemistry environment.

Candidates should have a good working knowledge of Information Technology with excellent communication (written and oral), analytical organisational and team working skills, and be able to demonstrate a flexible and versatile approach to their work.

### **Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR), Manual handling and Cybersecurity. Other training may need to be undertaken when required.