



Job Description

Technical/Senior Technical Officer

School of Chemical Sciences

Faculty of Science & Health

Permanent

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

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 assistance and expertise to our teaching and research community.

Reporting to the Chief Technical Officer, the successful individual 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

Reporting to the Head of School or nominee, the duties and responsibilities attached to the post include, but are not restricted to, the following:

- Delivery of high-quality technical assistance 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 and chemicals as directed by the chief technical officer, ensuring the laboratories and equipment are kept clean, tidy and maintained in good working order.
- Assist 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 practicals and student practical workbooks.
- Ensure the efficient management of laboratory records, including inventories and stock control of chemicals, laboratory apparatus/equipment and equipment preventative maintenance.
- 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 assistance 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 assist academic staff with Health & Safety compliance in the research laboratories, and technical colleagues with teaching laboratory protocols. Maintain records in respect of this.
- Manage compliance and control of chemicals, chemical hazards, chemical storage and waste.
- 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

Applicants for Technical Officer must have an Honours degree (NFQ level 8) in Chemical Science or related technical discipline or equivalent qualification/ professional experience in a relevant discipline.

Applicants for Senior Technical Officer must have an NFQ level 9 degree or equivalent qualification/professional experience in a relevant discipline.

Desirable

- Minimum of 1 year experience working in the education sector at a third level institute
- Experience in advanced instrumental techniques, particularly Scanning Electron Microscopy 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.