



JOB DESCRIPTION

**Senior Technical Officer / Technical Officer
School of STEM Education, Innovation and Global Studies
DCU Institute of Education
1 Year Fixed Term Contract**

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 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 and has a strong research focus in the disciplines of STEM Education, History and Geography Education, Education for Sustainability, Global Citizenship Education, and Human Rights and Citizenship Education. 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.

We are now seeking to appoint a Senior Technical Officer / Technical Officer to support our 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.

Role Profile

Reporting to the Head of School, the Senior Technical Officer / Technical Officer will support teaching, research, and service activities in the area of Science Education across Initial (primary and post-primary) and In-service Teacher Education. Additionally, the Senior Technical Officer / Technical Officer will provide 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

The duties and responsibilities of the position 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
- Maintenance of laboratory equipment (including direct maintenance, as well as scheduling and procurement of required checks)
- Overseeing chemical segregation and waste management
- Accurate recording of maintenance and instrument usage
- Ensure laboratory facilities and processes are in line with safety requirements
- Maintain laboratory and preparation areas to ensure they are clean, tidy and organised
- Technical support for staff microteaching modules and students on school placement
- 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
- Serve as school fire warden and complete regular fire safety checks
- Manage of School ICT resources

Qualifications and Experience

In addition to the [internal service criteria](#), the ideal candidate will have:

- 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.
- Applicants for Senior Technical Officer must have an NFQ level 9 degree or equivalent qualification in a relevant discipline.
- 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 with all of the 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.

Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.