



**Chief Technical Officer  
Faculty of Humanities and Social Sciences  
Permanent Contract**

## **Introduction**

Dublin City University ([www.dcu.ie](http://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. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

## **The Faculty of Humanities & Social Sciences**

The Faculty of Humanities and Social Sciences is home to seven schools including the School of Applied Language and Intercultural Studies; the School of Communications; the School of English; Fiontar agus Scoil na Gaeilge; the School of Law and Government; the School of History and Geography; the School of Theology, Philosophy, and Music and a number of research centres and institutes. It is the university's largest faculty, blending long-established subjects such as English Literature, Applied Languages, Geography, History, Irish, Law, Music, Politics, Theology and Religious Studies, and Philosophy with newer disciplines such as Media Studies, Journalism, Translation Studies and International Relations.

The Faculty is at present located over the three academic campuses, with significant technical support requirements in the planning and operation of Faculty-run communications labs in audio, video, animation and multimedia, a TV studio, two radio studios, language labs, a music technology lab and a Geography lab. There are also technical advice requirements to support on-line learning across all of our Schools.

## **Role Profile**

The Faculty is seeking to appoint a Chief Technical Officer to provide high-level technical assistance for its diverse activities. Reporting to the Faculty Manager or nominee, the Chief Technical Officer will provide input to and assistance for the development and effective and innovative use of physical and technical facilities and information and communications technology (ICT) at faculty level and in each of the seven schools and related research institutes for both taught and research programmes.

## **Duties and Responsibilities:**

The duties and responsibilities of this role will include, but are not limited to the following:

- Managing the infrastructure and technical aspects of the Faculty's specialist spaces, including laboratories, studios, teaching, research and administrative areas.
- Providing expert advice to the Faculty on the technical and technological requirements for taught and research programmes.
- Advising the faculty on best practice, technological developments, emerging technologies and facilities of relevance to the faculty.
- Providing input and advice into planning the future space and technological requirements of the Faculty.
- Managing the planned renewal and procurement of technological resources and technical equipment and overseeing installation and ongoing maintenance.
- Liaising with relevant university units and faculty staff regarding the provision of technical assistance and appropriate technological solutions for the Faculty's taught and research programmes.
- Ensuring the timely preparation of necessary materials and equipment for all laboratories and spaces in conjunction with faculty staff.
- Liaising with schools and units regarding the provision of appropriate software and licences.
- In conjunction with university and / or external providers, facilitating training or guidance for the faculty's technological resources for staff and students.
- Assisting academic staff in the design and delivery of laboratory and studio-based teaching and engagement.
- Monitoring compliance with regulatory matters including GDPR and assisting with the completion of Safety Statements and preparation of Risk Registers.
- Providing oversight and assistance for the implementation of Health and Safety measures.
- Representing the Faculty on relevant School, Faculty and University committees.

- Working collaboratively with staff within the Faculty and across the University to ensure best practice in service delivery.
- Implementing university policies, guidelines and best practices.
- Undertaking other duties as the Faculty Manager may assign from time to time.

### **Qualifications and Experience**

Applicants for the above post must hold a Master's degree or equivalent in a relevant discipline and have a minimum of three years' appropriate experience at the level of Technical Officer/Senior technical Officer or equivalent.

Please note internal staff must have successfully completed their probationary period

### **In addition, the successful candidate will ideally have:**

- Experience in providing technical assistance in higher education and must have the technical expertise to assist the teaching and research activities of the Faculty.
- Knowledge of current and emerging technologies particularly relevant to the Faculty of Humanities and Social Sciences, and will have demonstrated experience with both Apple and PC-based systems and including the provision of support for video, audio and multimedia technologies.
- Team leadership and communication skills and experience in managing a procurement budget for new / replacement equipment, technology and software.

### **Mandatory Training**

The post holder will be required to undertake the following mandatory training: Orientation, GDPR and Compliance. Other training may need to be undertaken when required.