|  |
| --- |
| **Instructions:** Please complete in soft copy. Note, **all** sections are mandatory - unless specified otherwise. Further instruction on completing this from is specified in the body of the form in this font. |
| **College | Management Unit:** |   |
| **School | Unit:** |       |
| **Post Title & Subject Area** *(if relevant)* | **Technical Officer** |
| **Post Duration:** |  |
| **Grade:** |  |
| **Line Manager** |       |
| **Competition Ref. N⁰** | *Completed by HR*       |
| **HR Administrator** | *Completed by HR* |
| **Relocation Expenses** | *Please delete if not relevant* |
| **Garda Vetting** | *Please delete if not relevant* |
| Position Summary:Please describe the nature and purpose of the post (approx 100 – 150 words) |
|   **Principal Duties and Responsibilities:****Technical Skills:*** Champion continuous technical improvements, setting standards and engenders flexibility within the team
* Contribute to the maintenance and upkeep of equipment involved in both research and teaching
* Keep up to date with technical developments and adapt to new technologies

**Health and Safety:** * Champion best Health and Safety practices
* Ensure that safe practice and the use of protective equipment and clothing are part of the normal day to day routine
* Report risks which may affect safety at work to the designated supervisor and make them aware of the actions needed to contain, reduce or manage risks

**Management & Planning:*** Understand objectives and how they link to the overall programme of work within the School/Unit
* Prioritise and organize work to meet goals and targets of the School/Unit
* Assist with annual/forward planning activities

**Interpersonal Skills:*** Convey technical information in a clear, concise and easily understood way
* Listen to and deal sensitively and patiently with others.
* Actively contribute to the work of the team, set a good example and accept responsibility for own decisions
* Assist with aspects of induction process for new staff and students
* Respond to routine requests for assistance from team members

**Service Requirements** * Demonstrate a professional service approach to all elements of work

**Innovation/Flexibility/Adaptability*** Proactively identify areas for innovation and develop practical suggestions for their implementation
* Value new ideas and input from others
* Adjust work schedules, tasks and priorities as appropriate

**Particular to this position:**Please note this section is optional. Examples include, Details of set hours, peak periods, dress code or job-sharing conditions etc. |
| **Salary: € - €** *Completed by HR*Appointment will be made on scale and in accordance with the Department of Finance guidelines.Details on eligibility to compete and pension information is available at<https://www.ucd.ie/hr/resourcing/eligibilitytocompete/>UCD is committed to creating an inclusive environment where diversity is celebrated and everyone is afforded equality of opportunity. We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy.  Learn more about Diversity at <https://www.ucd.ie/workatucd/diversity/>Reasonable accommodations will be provided to any applicant during the interview process who discloses they have a disability or are neurodiverse. |
| **Selection Criteria**Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria. |
| Mandatory: |
| * Honours Degree (for individuals who commenced in UCD post November 2006); NCEA Diploma or equivalent (for individuals who commenced in UCD pre November 2006)
* Excellent communication and interpersonal skills, both oral and written
* Ability to work independently and under direction as well as an ability to work closely with others as part of a team environment
* Excellent planning and organisation skills including a demonstrated ability to work accurately with attention to detail
* Knowledge of health and safety legislation as it pertains to laboratory work
* Experience of supporting research activities
* Flexible approach to work, and willingness to assist with change in an evolving organisation
* Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.
* Additional Bullets of specific technical requirements for post

**Mandatory Criteria as part of the UCD Equality, Diversity and Inclusion Agenda**You must select and include the appropriate criterion for the role under the mandatory section of the Job Description. For further information and details of the “equivalent levels” of Faculty and other staff, please contact your Resourcing Consultant.Criteria for grades AOII – AOIA and equivalent levels of Faculty and other staff* Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

Criteria grades SAOIV – SAOIII and equivalent levels of Faculty and other staff* Candidates must demonstrate how they can positively contribute to fostering an inclusive environment and a level of awareness of equality, diversity and inclusion.

Criteria for senior roles - UMT plus direct reports and SAOII or equivalent levels of Faculty and other staff* Candidates must show evidence of leadership in and/or demonstrated commitment to gender equality and the broader equality, diversity and inclusion agenda.
 |
| Desirable: |
| * Minimum 3 years’ experience of working in a laboratory or workshop environment
* Experience of working in an educational setting including experience of interacting with all levels of staff and students.
* First Aid and Safety Training
* Desirable Bullets of specific technical requirements for post
 |

|  |
| --- |
| **Supplementary information:**Unless otherwise specified, URLs to the relevant home page(s) will be inserted by HR. |
| The University: | <https://www.ucd.ie/> |
| UCD Strategy 2020-2024: Rising to the Future | <https://strategy.ucd.ie/> |
| The College/Management Unit: |  |
| The School/Programme Office/Unit: |  |
| Equality Diversity and Inclusion at UCD | https://www.ucd.ie/workatucd/diversity/ |
| **Informal Enquiries ONLY to:**Please note this section is optional. Applications will be addressed to an assigned HR administrator.

|  |  |
| --- | --- |
| Name: |       |
| Title: |       |
| Email address: |       |
| Telephone: |       |

 |