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| **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)* | **Chief Technical Officer I** |
| **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
* Have oversight of the maintenance and operation of specialist equipment to the highest standard
* Management of technical resources

**Health and Safety:*** Direct the introduction and implementation of new techniques and technologies to the School/ Unit-based on sound health and safety principles/guidelines
* Champion the importance of Health and Safety amongst all staff and students
* Oversee the likelihood and potential impact of risks and put appropriate control assurance systems in place. Ensure that follow up action is taken to remove hazards or risks

**Management & Planning:*** Line manager for technical staff within the area, delegating work and inspiring others to perform to their potential
* Demonstrate clear understanding of the School Strategy and objectives and translate these into what is required from the technical officer in the School
* Anticipate potential issues/ challenges and ensure that contingency plans are in place
* In collaboration with the Head of School/nominee, lead on the allocation of all technical resources and facilities
* Oversee the technical aspect of budget
* Responsible for the annual/ forward planning for the technical staff group

**Interpersonal Skills:*** Manage critical relationships within the team, across boundaries within the School/Unit/College and colleagues across the University
* Understand the strengths and development needs of the technical team
* Communicate effectively as the leader of the technical team.
* Manage relationships to build mutual understanding and create positive changes
* Ensure that team objectives are met and are aligned with UCD’s overall strategy, goals and objectives
* Act as a coach and role model for new staff and students
* Provide informal training sessions on specific tasks/activities.
* Identify/provide useful resource material to support the work of others

**Service Requirements** * Set high standards for the technical team and encourage team members to push service level boundaries
* Use broad knowledge of University policies and procedures to advise team members, students and colleagues, as appropriate

**Innovation/Flexibility/Adaptability*** Initiate and drive technical innovations across the team, collaborating with other colleagues, as appropriate.
* Leads and deliver on new approaches across the technical team to meet organisational needs
* Delivers a solution focus and creative approach in dealing with issues as they arise

**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 welcomes applications from everyone. We are committed to creating an environment where diversity is celebrated and everyone is afforded equality of opportunity. Learn more about Diversity at <https://www.ucd.ie/workatucd/diversity/> |
| **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: |
| * Masters Degree (for individuals who commenced in UCD post November 2006); NCEA Diploma or equivalent (for individuals who commenced in UCD pre November 2006)
* Minimum of 5 years relevant work experience
* Excellent leadership and people management skills
* Excellent communication and interpersonal skills including the ability to work with faculty, staff researchers and students all levels
* Flexible approach to work, and willingness to assist with change in an evolving organisation
* Strong experience of budget management
* Strong proven, demonstrable, record of appropriate technical competence and “hands – on” experience in a University, or similar, environment
* Excellent knowledge of health and safety legislation as it pertains to laboratory work
* Excellent planning and organisation skills with a demonstrated ability to prioritise, work to tight deadlines and take responsibility for deliverables with accuracy and attention to detail
* Logical, problem solving approach
* Excellent IT Skills
* Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.
* Additional Bullets of specific 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.
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| Desirable: |
| * Safety Training and First Aid Training
* Desirable Bullets of specific requirements for post
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| **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.

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

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