|  |
| --- |
| **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)* | **Senior 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
* Responsible for the maintenance of equipment used in both research and teaching activities to the highest standard possible
* Keep up to date with technical developments and lead others in the adaptation to new technologies

**Health and Safety:*** Champion best Health and Safety practices
* Adapt to new techniques and technologies that are introduced and do so with safety in mind at all times
* Review and report on working practice within the School/Unit, highlighting potential risks or hazards where appropriate
* Work with others to ensure safe working practice are followed,

**Management & Planning:*** Plan and prioritise work to meet the goals/targets of the School/Unit and delegate work as required
* Contribute to the delivery of objectives of the School/Unit and how they link to the overall programme of work
* Participate in annual/forward planning activities

**Interpersonal Skills:*** Convey complicated and technical information in a clear, concise and easily understood manner
* Listen to and deal sensitively and patiently with others
* Adapt language and communication skills to meet the needs of different people/audiences
* Demonstrate a flexible approach to delivering team results
* Follow guidelines to carry out aspects of the induction process and training for new staff and students
* Proactively provide support and assistance to other members of the team

**Service Requirements** * Provide high professional service standards to all elements of work

**Innovation/Flexibility/Adaptability*** Proactively identify and implement appropriate innovations in own areas of responsibility
* Contribute to planning around scheduling, task allocation and prioritisation, as appropriate
* Contribute to change and flexibility through ideas and actions

**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: |
| * 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 knowledge of health and safety legislation as it pertains to laboratory work
* A proven, demonstrable, record of appropriate technical competence and “hands – on” experience in a University, or similar, environment
* Excellent communication and interpersonal skills, both oral and written
* Proven ability to work independently and under direction as well as an ability to work closely with others as part of a team environment
* Strong self motivation and initiative
* Experience of working with graduate research students and researchers
* Logical, problem solving approach
* 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
* Competence with basic IT packages (Ms Word, Excel, etc.
* 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: |
| * First Aid and Safety Training
* Flexible approach to work, and willingness to assist with change in an evolving organisation
* 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 2030: Breaking Boundaries | <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: |       |

 |