



Candidate Brief for the position of:

Technician in Chemical & BioPharmaceutical Sciences

(Emergency Cover)

(Specified Purpose Wholetime)

Recruiting Difference; Reflecting Diversity

**Infinite
Possibilities**



Technological University Dublin **Bronze Award**

TU Dublin at a glance

The new University – formed by the integration of Dublin Institute of Technology (DIT), Institute of Technology Blanchardstown (ITB) and Institute of Technology Tallaght (ITT) into a single organisation.

- Ireland's largest university with over 28,000 Students
- Over 3,000 International Students
- Over 3,000 staff members of academic, administrative and support staff
- Annual budget circa €200 Million
- Only University in Ireland to offer programmes from Level 6 to Level 10 on the national qualifications framework
- Over 150 Sports & Student Societies
- Over 1,000 Research Community
- 3 Incubation Centres

For further detail, please see <http://www.tudublin.ie/>



TU Dublin – A New University for A Changing Ireland

Deeply embedded in our region, TU Dublin has campuses in Dublin City Centre, in Blanchardstown and in Tallaght, and, through our major infrastructural development plan, we are currently investing over €500 million in new, state-of-the-art, technology-enabled facilities to enhance our students' experience.

A leader in STEM disciplines, TU Dublin also supports the largest cohorts of students of business, media, culinary arts, and the creative and performing arts. We are passionate about life-long learning and, as the largest provider of part-time education, we make an important contribution to the economic life of Ireland, enabling capacity building for the future.

Our distinguished researchers and innovators are pioneers in science and technology discovery; play active roles in informing policy and standards; and contribute to the creative life of Ireland. Our award-winning technology transfer and business incubation activity have delivered over 400 new sustainable businesses with an economic value of almost €700 million.

With an international outlook, we welcome students and staff from around the world while our strong international partnerships provide opportunities for student and staff exchange programmes, major cross-collaboration research projects, and employment opportunities. We are immensely proud of our network of 100,000+ TU Dublin graduates who are making their careers here in Ireland and in 70 countries worldwide

The Opportunity:

At TU Dublin, we have begun an exciting journey towards 2030 and we invite you to join us so that we can create a better world together.

We are in the midst of a technological era that is entirely disruptive. The pace at which technology, society and world economies are evolving has never been faster. We know that the future for our students, graduates and staff will be very different to that of today. So too, higher education must evolve and advance, to support our people and communities, to be truly relevant, and to deliver real impact.

Our challenge is to prepare our graduates to be well rounded, independent thinkers and lifelong learners with the aptitude to adapt to this changing world and to roles that do not currently exist.

In developing our TU Dublin strategy and in the course of our conversations with over 2,500, stakeholders, we viewed the challenges facing us through the lens of the UN Sustainability Goals (SDGs). Some clear areas of focus and shared concerns began to emerge. This has resulted in shaping our plan to tackle our task through three interrelated themes - **People, Planet, and Partnership**.

Underpinned by the key SDG goal of **'Quality Education'**, these three pillars will inform our approach to educational, research and engagement practices, ensuring that TU Dublin delivers real change, innovation and impact for society. We will create a seamless network of learning, linking with partners around the world to enhance our path of discovery.

[Read more about our Strategic Intent to 2030.](#)

Challenges:

TU Dublin is currently undergoing a significant change management to redesign our organisation to ensure the successful delivery of our Strategic Intent. In tandem with this, a significant campaign of external stakeholder engagement is required to introduce TU Dublin to a wide range of audiences. This must include industry and policy-makers; alumni and prospective students; state bodies and not-for-profit NGO's; as well as academia in Ireland and globally. It must also include the wider Irish public. The objective must be to create an understanding of what is now a new University model in Ireland, but one that has produced exemplary Technological Universities throughout Europe, Australia, New Zealand and North America.

Scale:

The significant scale of TU Dublin serves to emphasise its importance in the Higher Education landscape in Ireland. With over 29,500 students and a dedicated staff of 3,500, it is one of the largest Higher Education institutions in Ireland. As a degree-awarding body, TU Dublin attracts students at Level 6 through to Level 10 on the National Framework of Qualifications, and we are also the largest provider of apprenticeship training programmes, with 25% of all enrolments.

Aiming to be inclusive and diverse, TU Dublin welcomes students of all nationalities and backgrounds. Currently 20% of students in the University were born outside of Ireland, while 15% have come through non-standard routes. An educational 'ladder' system enables students to enter and exit at the level that best suits their preparedness for higher education, and a new Education Model currently in development will bolster this with more entry points for schools and life-long learners.

Campus locations:

As a new University TU Dublin is very well served by its three main campuses, spanning the most highly populated areas of the Ireland's capital city.

The Blanchardstown Campus, just 13 km to the northwest of the city centre, was established over twenty years ago. Academic and recreational facilities serving over 3,500 students are of a very high standard, including bespoke areas for early childhood studies; horticulture; sports management; and business incubation. The 'Connect' building, officially opened by An Taoiseach in 2019, includes both staff offices and student facilities, and further development of the campus is planned.

The Tallaght Campus is situated 12 kms southwest of the city centre. Currently serving a full-time student population of over 5000, the campus has strong and growing part-time student numbers attending a wide range of evening programmes aimed at professional upskilling. Close links have been

established with the surrounding community and local industry, while the extensive grounds provide ample room for sporting activity for students and local clubs. Construction of a new Sports Science, Health and Recreation (SSHRB) building is under way with plans for further capital development to be in place within the next three years.

In Dublin City centre, 20,000 TU Dublin students are based in a number of locations in the heart of the city. However, development of our new flagship campus at Grangegorman in the north inner city is well advanced and now accommodates 10,000 students. The biggest educational project of its kind in Europe, the Grangegorman Campus is located on an exceptional 73-acre city centre site. The original 19th century buildings at the heart of the site have been beautifully restored and are now in use for students and staff. Two new Quads, comprising 52,000 sq.ms, welcomed 10,000 students in 2020 in 2021. The facilities in the East Quad (16,500 sq.ms) include a 340-seat concert hall, recital rooms and exhibitions spaces that showcase the work of over 3000 students of music, drama, media and the visual arts.

The 35,000sq m. Central Quad include state-of-the-art laboratories for a range of science disciplines; kitchens and training restaurant for culinary arts and hospitality; and some of the largest teaching spaces on the campus, including a 250-seat lecture theatre. The next phase of construction has begun with the development of the Academic Hub and Library underway and an expected completion date of Summer 2024.

Benefits available to staff working in TU Dublin

TU Dublin recognises the importance of its people and is actively involved in attracting, recruiting, developing and retaining a talented workforce. TU Dublin aims to be inclusive in all aspects of the work of the University and to create a welcoming atmosphere in which to work and study.

We are committed to demonstrating this through our equality, diversity and inclusion policies together with promoting the Athena Swan agenda.

People are also recognised as one of the three sustaining pillars in the University's Strategic Plan. One way the University demonstrates how we value our employees is through the range of benefits on offer. These include but not limited to the following:

- Tax Saver travel scheme
- Cycle to Work scheme
- Employee Assistance Programme
- Access to VHI Group Insurance scheme rates
- Facilitation of direct deductions from salary for Hospital Saturday Fund health plan/ Income Continuance Plan/VHI Insurance Plan/Cornmarket financial advice plan
- Secondments
- Health and Well-Being programmes
- Fee support for further education
- Fee waiver for TU Dublin programmes

- Staff Development short-courses and seminars e.g. Women Leaders in Education, Project Management, Leadership Development Programme, Aurora Leadership Development for Women
- Mentoring Programmes
- Study and Exam leave
- Erasmus Staff Programme
- Sports facilities and discounted gym membership
- Optometry Centre – free eye tests and discounted glasses
- Networking opportunities throughout the university
- Opportunities to attend conferences
- Irish Language Classes

Job Description

Role Overview

The School of Chemical & BioPharmaceutical Sciences is seeking to appoint a Technician on a wholetime, specified purpose (emergency cover) basis. The School provides laboratory facilities to more than 400 undergraduate students per week from across a large number of programmes from the Faculty of Sciences and Health. Technical support is required to service undergraduate teaching laboratories and also to provide instrumentation support in analytical and spectroscopic chemistry. The post requires the Chemistry Technician to work closely with students, management, academic, technical and other staff. The appointee will perform an important role in the School supporting the full range of Programmes, both Full Time and Part Time. Evening labs are covered by technical staff on a rotation basis. The appointee must possess strong practical skills in each chemistry discipline with very good knowledge of the subject matter.

Principal Accountabilities

The key responsibilities of the job include:

1. Organizing, preparing and setting up for practical classes, demonstrations, assessments, practical examinations, project and research work in chemistry laboratories and other areas.
2. Demonstration and routine maintenance of equipment, particularly analytical and spectroscopic instrumentation.
3. Provide technical assistance and advice to academic staff and students to ensure the safe and smooth operation of laboratories.
4. Consult with suppliers of equipment and consumables to obtain technical specifications, quotations and order materials and sundries.
5. Update and maintain documentation in line with current health and safety policies and procedures.
6. Ensure that laboratories, materials and instrumentation are kept in good order.
7. Undertake such other duties as may be assigned from time to time by Head of School, Head of Discipline, Senior Technical Officer or other authorised officer.

Person Specification

The ideal candidate will demonstrate the appropriate mix of knowledge, experience, skills, talent and abilities as outlined below:

Knowledge

- Ordinary Degree (Level 7) in Chemistry or a related discipline or a recognised equivalent qualification (ideally with at least one year's postgraduation experience).
- An Honours Degree from an approved degree awarding institution or equivalent professional qualification in Chemistry
- Good technical knowledge in the operation of chemical laboratories including equipment, instrumentation, chemical handling, procurement and chemical health and safety
- Experience in a chemical laboratory environment – synthetic chemistry, volumetric analysis, preparation of laboratory reagents and materials
- Experience in analytical instrumental and/or synthetic chemical techniques

Skills, Talents & Abilities

- Ability to take initiative, give leadership and work with people
 - Good organisational, communication and interpersonal skills
 - Evidence of personal development through further skills development
 - Relevant and up-to-date IT skills including MS Word, Excel, Powerpoint
 - Familiarity with chromatography/spectroscopy software systems
 - Relevant and up-to-date chemical handling and safety awareness
 - Excellent written and verbal communication skills
- Ability to work collaboratively and as part of a team

Eligibility to compete

Eligibility to compete is open to candidates who are citizens of the European Economic Area (EEA) or Switzerland. The EEA comprises member states of the European Union along with Iceland, Liechtenstein and Norway. Other candidates may be eligible to compete subject to their having an appropriate work permit for the nature and duration of the position.

Terms and Conditions of Employment

A full statement of terms and conditions of employment will be given to the successful applicant in accordance with Terms of Employment (Information) Acts 1994 and 2001.

The main terms and conditions of employment are as follows:

Tenure:	This is a specified purpose wholetime post on an emergency basis, subject to satisfactory service during the probationary period.
Location:	The successful candidate will initially be based in TU Dublin, Tallaght but may be reassigned at the discretion of TU Dublin.
Salary:	The Technician Salary Scale is:

	<ul style="list-style-type: none"> • €38,500 - €51,076 • €35,429 - €51,076 (New Entrants) <p>Appointments will be made at the appropriate point on the appropriate scale. Salary may be adjusted from time-to-time in line with Government pay policy. Incremental credit may apply in line with University policy,</p>
Hours of work:	Full time working hours are 36.5 hours a week. This can be reviewed by collective agreement, with the Minister for Education & Skills. Having regard to the nature of the work, attendance outside these hours may be required from time to time.
Probation:	The terms of the University's Staff Induction policy and Probation procedure may apply.
Annual leave:	Annual Leave and Public Holidays shall be granted as per the Holidays (Employees) Act 1973 and Organisation of Working Time Act 1997. The annual leave entitlement for this post is 23 days per annum this is inclusive of the University closure days.
Retirement:	This is a pensionable post. Specific details of the scheme will be dependent on the successful appointee's individual status and therefore such details will be provided at the time of appointment. Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.
Sick Leave:	The terms of the TU Dublin Sick Leave policy will apply. Sick leave will be in accordance with arrangements authorised from time to time by the Minister for Further and Higher Education, Research, Innovation & Science.

Other conditions:

Nature of the post

The post will be on a specified purpose, wholetime and pensionable basis, subject to the terms of the provisions of the Technological Universities Act 2018.

Application Form

Application Form

The University is committed to equality of opportunity and welcomes applications from all.

However, our employment monitoring data tells us that individuals from Black, Asian and Minority Ethnic (BAME) communities, people with a disability and those who identify as LGBT+ are currently under-represented at the University. As such, we particularly welcome applications from these individuals.

Applications will be accepted by email. Please email your current CV along with a short cover letter outlining your suitability for this post to school.cbps@tudublin.ie. Please ensure that the security filters on your email provider will accept emails from TU Dublin.

Closing Date

The closing date for applications is **5pm (Irish Time) on 9th February 2024**. Late applications will not be accepted.

It is anticipated that interviews for this post will take place in week beginning **12th February 2024**. The interview assessment will be 40 minutes in length.

Contact information

For further information about this post please contact: Eleana Dunne, Senior Technical Officer (eleana.dunne@tudublin.ie).

For queries regarding the application process, please contact **Breda Noonan** between 9.30 and 5.00pm, Monday to Friday by email school.cbps@tudublin.ie.

Further Information for Candidates

Canvassing will automatically disqualify.

You are also advised that you can only submit one application per competition. Should you have any issues with your submission, please contact us.

TU Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

In accordance with TU Dublin's Protection of Children and Vulnerable Adults policy, all candidates applying for a post will be required to disclose previous convictions or pending prosecutions on the Application Form. Candidates applying for a position in a Designated Area will be required to undergo Garda Vetting as part of the selection process. Decisions regarding appointments may be made by University Management based on the candidate's declaration.

The University may require candidates to undertake a pre-employment medical with an Occupational Health Physician. Normally pre-employment medicals are required for positions with a duration of one year or more. The primary purpose of the pre-employment medical is to assess an individual's fitness for a particular position or occupation with regard to the requirements for that post. TU Dublin

will have regard to its obligations under the Disability policy to make reasonable accommodation for a candidate.

A conditional offer of employment may be made to the successful candidate(s) **subject to** submission and verification of required evidence of qualifications, professional experience, references, pre-employment medical, Garda Vetting as appropriate. No appointment will be made unless Human Resources verify a candidate's academic qualifications and/or evidence of professional experience required for the role. In this regard, where a qualification and/or professional experience is an essential criterion, candidates will be required to provide original academic transcripts, parchment and original statements from previous employers. The cost incurred by an applicant for requesting an academic transcript will not be covered by the University. The University reserves the right to verify documentation with the relevant bodies/employers.

Appointees are also required to furnish:

- as evidence of age, a certified extract from a Public Register of Birth or passport;
- Proof of PPS Number (e.g. social services card);