Coláiste na Tríonóide, Baile Átha Cliath
Trinity College Dublin
Ollscoil Átha Cliath | The University of Dublin

Post Specification (Comp: 032436)

Post Title:	Technical Officer (Geography)
Post Status:	6 Months Fixed Term Contract (full time)
Department/Faculty:	School of Natural Sciences, Faculty of Engineering, Mathematics & Science, Trinity College Dublin, the University of Dublin
Location:	Discipline of Geography, School of Natural Sciences, Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
Reports to:	Head of School of Natural Sciences
Salary:	Appointment will be made on the technical officer scale on a point in line with Government Pay Policy
Closing Date:	12 Noon (Irish Standard Mean Time) on Wednesday, 2nd August 2017

Post Summary

The School of Natural Sciences is seeking to appoint a Technical Officer to be based in the Discipline of Geography. The successful candidate will hold a relevant qualification. The appointee will report to the Head of School or any person authorised by the Head of School to give instruction. The post will provide support for teaching and research in Physical Geography and Earth Sciences.

The Discipline of Geography is one of four disciplines in the School of Natural Sciences. The core staff of Geography comprises of 12.5 academic staff, one senior technical officer, one librarian and one executive officer (job share).

Geography supports the Science (TR071) Course and Two-Subject Moderatorship and contributes to the Geography and Political Science and Earth Sciences degree programmes. It also contributes to two of the School's three taught masters programmes (Masters in Biodiversity and Conservation and Masters in Environmental Sciences) and contributes to, and

coordinates, the School's two year taught masters programme (Masters in Development Practice). Geography is also an active research discipline, with over 25 postgraduate research students (M.Sc. and Ph.D.) and research fellows who contribute significantly to its research programme. Technical staff in Geography support both the teaching and research programmes in laboratories on main campus as well as in the field.

Principal Duties of the Post:

- Provide support for teaching and research in Physical Geography and Earth Sciences, as well as providing technical advice and support for student projects.
- Day-to-day maintenance of teaching and research laboratories to ensure College's safety health and environmental requirements are adhered to.
- Demonstrating the use of techniques and equipment to undergraduate and postgraduate students. This includes laboratory and field equipment as well as specialised equipment such as the particle size analyser and GNSS surveying equipment.
- Advise students on the current use of equipment and chemicals.
- Assist with the efficient preparation, supervision and teaching of practical and laboratory-based classes.
- Produce laboratory and field-based protocols and handbooks for teaching.
- Providing research support for laboratory and field work for postgraduates and staff.
- Preparing and maintaining stocks of laboratory consumables and field and laboratory equipment as well as maintaining sample storage for the department.
- Assist with the preparation for field trips including organisation of equipment and supplies.
- Participating on fieldwork/fieldtrips when required.
- Coordinating with other departments and Schools within the University regarding technical and safety issues.
- Attending prescribed courses relevant to the post (including the use of field and laboratory equipment)

Location of Post:

Discipline of Geography, Museum Building.

Person Specification

Qualifications

Qualifications for Existing Staff (before 1 January 2007), candidates will have National Certificate on entry. Arising from a sectoral agreement, new entrants must hold an Honours degree in a relevant area. See page 4 of the link below for further information:

http://www.tcd.ie/hr/assets/pdf/procedure50-tech-staff.pdf

Knowledge and Experience

Essential:

- Background in Geography/Geoscience.

- Experience of participating in Geography/Geosciences fieldwork and an interest in field-based work.

- Experience in laboratory based work, especially relevant safety requirements and work with hazardous chemicals.

- Knowledge of field and laboratory based methods used in Physical Geography/Geoscience

- Experience of working in an interdisciplinary environment.

- Knowledge of general computer software and hardware.

- A willingness to learn new skills to ensure continuity of the skill base. This may include learning about specific equipment and demonstrating its use.

Desirable:

- Experience of supporting undergraduate and postgraduate teaching.

- Experience of supporting undergraduate and postgraduate research.

- A good knowledge of the College's technical and safety procedures.

- A full, clean driving licence.

Skills/Competencies:

Candidates should be in a position to demonstrate the following skills through their previous experience:

- **Laboratory Practice and Safety Procedures:** understanding and experience of good laboratory practice and safety procedures with respect to the storage and handling of solvents, for example corrosive or flammable reagents.
- **Exceptional Organisational Skills:** keep workspace functional; have information at fingertips; information is in well organised files; keep track of multiple projects.
- **Oral communication:** a convincing and confident manner when speaking to others; come across as welcoming and approachable.
- **Written communication:** documents free of grammatical and punctuation errors; clear concise and error-free writing, emails and memos clear and to the point.
- **Flexibility**: can operate flexibly within a busy work environment; can shift focus when required; responds well to changing academic needs
- **Team Worker:** ability to work independently, and as a member of a team - tolerant, cordial and willing to help others, shares work and information; establishes rapport with others.
- **Interpersonal skills:** network builder; ability to interface effectively with students and staff both within the Department and across the wider College Community; Foster good working relationships; cooperative with others.
- **Conscientious:** is accurate in their work; ensures details are completed and highly-developed sense of responsibility.
- **Deadline Oriented:** can handle multiple tasks simultaneously and meet tight deadlines.
- **Resourceful:** work under own initiative, know where to find information/help and good problem solve quickly under pressure.
- **Analytical Skills:** ability to identify a problem and propose solutions.
- **Motivated:** a 'can-do' attitude, commitment to the department with the aim of contributing to its ongoing development.
- **IT skills:** a willingness to embrace new technologies; experience in the use of IT and computers.
- An understanding of an academic and research environment.

The School of Natural Sciences, comprising the Disciplines of Botany, Geography, Geology and Zoology, the Centre for the Environment and the Centre for Biodiversity Research, is one of the largest schools in the Faculty of Engineering, Mathematics and Science and hosts biological, physical and social scientists. The School currently accommodates 40 academic

staff, ca. 14 postdoctoral research fellows and ca. 164 postgraduate students (including 89 research and 75 taught students). The School of Natural Sciences is one of the first in Ireland to hold an Athena SWAN bronze award for addressing issues in gender inequality http://www.naturalscience.tcd.ie/news/articles/2015/athenaswan.php.

The School's taught programmes are varied as the School offers moderatorships (undergraduate degrees) in Earth Sciences, Environmental Sciences, Geography, Geology, Plant Sciences and Zoology and contributes to other moderatorships including Neurosciences, Geography and Politics and to the Two Subject Moderatorship (TSM) programme (http://www.naturalscience.tcd.ie/undergraduate/). The School has also a major commitment to graduate teaching and supervision and currently hosts three taught masters programmes (http://www.naturalscience.tcd.ie/postgraduate/).

Further information

For further information about the position is available from Dr. Padraig Carmody (Head of the Discipline of Geography; tel: 353-1-8961243; email: carmodyp@tcd.ie)

URL Link to Area	http://naturalscience.tcd.ie/
URL Link to Human Resources	http://hr.tcd.ie/

Application Information

In order to assist the selection process, candidates should submit their Curriculum Vitae with the names and contact details of three referees and a cover letter that includes a research plan for the next five years including funding to be sought (maximum 2 pages) and a teaching statement summarising teaching experience and approach (maximum 2 pages).

Candidates who do not address the application requirements above will not be considered at the shortlist stage.

The interview process for this appointment will include the delivery of a presentation.

Trinity College Dublin, the University of Dublin

Trinity is Ireland's premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University's establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed [18 broad-based multidisciplinary research themes](#) that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21st century. In creating these dedicated research themes, Trinity's researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland's first purpose-built Nanoscience research institute, CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity's researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University's flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University's internationally respected Arts and Humanities research can

become more visible, demonstrating its relevance for contemporary and future societies. Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity's campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity's Library is the largest research library in Ireland and is an invaluable resource to Trinity's students and research community. Built up over the four centuries of the University's existence, the Library's collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe's only representative in the world's top-50 universities.

Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity's graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents

Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21st century.

Ranking Facts

Trinity is the top ranked university in Ireland. Using the QS methodology we are ranked 88th in the world and using the Times Higher Education World University Rankings methodology we are 131st in the world.

World University Rankings Update (April 2017)

Overall

- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 88th in the World, and 29th in Europe, in the 2017/2018 QS World University Ranking.
- Trinity is ranked in the Top 100 for Graduate Employability in the QS 2017 Rankings.
- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.[1]

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[1] http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT

- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook's independent analysis.[2]

Internationalisation

- Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

Research Performance

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.

- Trinity is ranked in the top 15% internationally by QS for citations.

In the QS World University Rankings:

- Trinity featured in the world's elite (Top 200) institutions in 25 of the 28 subjects in which it was evaluated by the QS World University Rankings by Subject in 2015. Of these, Trinity ranked in the top 100 in the world in 14 subjects and in the top 50 in the world in 6 subjects: English Language and Literature; Nursing; Politics and International Studies; History; Biological Sciences; and Modern Languages.

- In three out of the last four years, Trinity has been consistently ranked in the Top 50 worldwide for the following areas: English Language and Literature; Nursing; Modern Languages; and Politics and International Studies.

- In the QS Faculty rankings, Trinity has been consistently ranked in the Top 100 globally for Arts and Humanities over the last four years.

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[2] http://pitchbook.com/news/reports/2015-2016-pitchbook-universities-report

Research Themes

Ageing
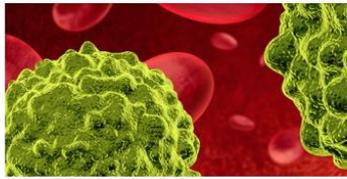
Cancer

Creative Arts Practice

Creative Technologies

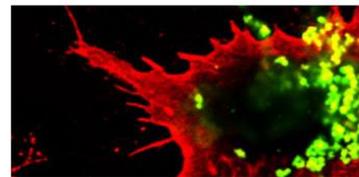Digital Engagement

Digital Humanities

Genes & Society

Identities in Transformation

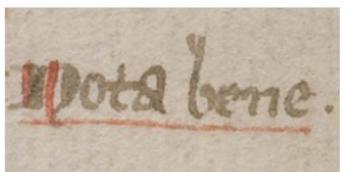
Immunology, Inflammation & Infection

International Development

International Integration

Making Ireland

Manuscript, Book and Print Cultures

Nanoscience

Neuroscience

Telecommunications

Smart Sustainable Planet

Next Generation Medical Devices

The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/ and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/. Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to

interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to 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. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at https://www.tcd.ie/diversity-inclusion/diversity-statement.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

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.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Application Procedure

Candidates should submit a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible) together with a cover letter (1x A4 page) that specifically address the application procedure set out above **by e-Recruitment:**

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT

If you have any query regarding this, please contact:

Ms. Kate Mulcahy, Recruitment Partner, Human Resources, House No. 4, Trinity College Dublin, the University of Dublin

Tel: +353 1 896 1893

Email: mulcahka@tcd.ie