

Faculty of Science & Health



School of Chemical Sciences

Technical Officer/Senior Technical Officer (Contract to 31 December 2012)

The Faculty of Science and Health seeks to appoint a Technical Officer/Senior Technical Officer on a full-time temporary basis who will be deployed within the School of Chemical Sciences. Applicants must hold an honours degree in a Chemical Science or closely related discipline. Applicants should have experience in analytical instrumentation and instrument maintenance and have a good understanding of organic chemistry. Experience and a good working knowledge of Information Technology would be a distinct advantage. Candidates must have excellent communication, organisational and team working skills, and be able to demonstrate a flexible and versatile approach to their work.

Duties and Responsibilities:

The Technical Officer/Senior Technical Officer will provide high-level technical support for teaching and research within the school. Common daily duties attaching to the posts include, but are not restricted to, the following:

- Maintain teaching and research laboratories as directed by the Head of School or his representative.
- Prepare all materials and equipment necessary for practical sessions.
- Assist academic staff and students with experiments, as required.
- Ensure laboratories and equipment are kept clean, tidy and are maintained in good working order.
- Undertake the commissioning of new equipment.
- Install, assemble, operate, manage and maintain instrumental apparatus and equipment.
- Collate operations manuals, prepare standard operating procedures and ensure documentation is available for all equipment and accessories.
- Undertake basic research tasks as required.
- Monitor and ensure compliance with all health and safety rules and regulation.
- Order and take delivery of materials and equipment and maintain stock levels, as appropriate.
- Undertake any other duties as assigned by the Head of School or his representative.

Informal Enquiries to:

Veronica Dobbyn, Chief Technical Officer, School of Chemical Sciences, DCU.

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Fax: + 353 (0)1 700 5803

Salary scale:

€34,518 - €57,760 (LSI)

Subject to qualifications and experience.

This salary scale may be affected by the provisions of the 2011 Budget

Closing date:

1st April 2011

This post is considered to be essential to the University.

Application forms are available at: http://www.dcu.ie/vacancies/APPLICATION_FORM_8pg.doc
and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149;
Fax: +353 1 700 5500 **Email:** hr.applications@dcu.ie

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