Job Description

College | Management Unit:	UCD College of Science
School | Unit:	UCD School of Chemistry
Post Title & Subject Area *(if relevant)*	**Technical Officer (NMR spectroscopy)**
Post Duration:	Permanent
Grade:	Technical Officer
Job Grading Reference N^{o}	N/A
Reports to	Head of School or nominee
Competition Ref. N^{o}	015064
HR Administrator	Emma de Bhulbh

Position Summary:

The School of Chemistry at University College Dublin wishes to appoint a Technical Officer with a starting date in 2022. This is a permanent, full-time position based at the School of Chemistry in the O'Brien Centre for Science on the Belfield Campus. The School comprises approx. 25 academic staff, 3 administrative staff, and 13 technical / specialist staff. The School's research activity covers four themes: Synthesis, Catalysis, Functional Materials, and Chemistry at the Interface with Life Science and Medicine. The School hosts approx. 100 postgraduate students and 20 postdoctoral fellows in state-of-the-art laboratories. To support these activities, the School provides centrally managed NMR facility. It comprises five spectrometers (JEOL 400; Varian VnmrS 400, 500, 600 & DD2 500 MHz).

The School seeks a Technical Officer or Senior Technical Officer who will play a major role in maintaining this infrastructure, the provision and management of the NMR services, as well as helping in the delivery of other services as the need arises.

95 Technical Officer_2013 (7915) Salary Scale: €40,415 – €53,515 per annum.

Appointment will be made on scale and in accordance with the Department of Finance guidelines.

Principal Duties and Responsibilities:

Technical Skills:

- Champion continuous technical improvements, setting standards and engenders flexibility within the team
- Contribute to the maintenance and upkeep of equipment involved in both research and teaching
- Keep up to date with technical developments and adapt to new technologies

Health and Safety:

- Champion best Health and Safety practices
- Ensure that safe practice and the use of protective equipment and clothing are part of the normal day to day routine
- Report risks which may affect safety at work to the designated supervisor and make them aware of the actions needed to contain, reduce or manage risks

Management & Planning:

- Understand objectives and how they link to the overall programme of work within the School/Unit
- Prioritise and organize work to meet goals and targets of the School/Unit

- Assist with annual/forward planning activities

Interpersonal Skills:

- Convey technical information in a clear, concise and easily understood way
- Listen to and deal sensitively and patiently with others.
- Actively contribute to the work of the team, set a good example and accept responsibility for own decisions
- Assist with aspects of induction process for new staff and students
- Respond to routine requests for assistance from team members

Service Requirements

- Demonstrate a professional service approach to all elements of work

Innovation/Flexibility/Adaptability

- Proactively identify areas for innovation and develop practical suggestions for their implementation
- Value new ideas and input from others
- Adjust work schedules, tasks and priorities as appropriate
- Undertake such other duties as requested by the Chief Technical Officer 1 and/or Head of School, and that are commensurate with the nature and grade of the post.

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:

- Honours Degree in Chemistry or cognate discipline (for individuals who commenced in UCD post November 2006); NCEA Diploma or equivalent (for individuals who commenced in UCD pre November 2006)
- Excellent communication and interpersonal skills, both oral and written
- Ability to work independently and under direction as well as an ability to work closely with others as part of a team environment
- Excellent planning and organisation skills including a demonstrated ability to work accurately with attention to detail
- Knowledge of health and safety legislation as it pertains to NMR and laboratory work
- Experience of supporting research activities
- Flexible approach to work, and wiliness to assist with change in an evolving organisation
- Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

Desirable:

- Minimum 3 years experience of working in a laboratory or workshop environment
- Experience of working in an educational setting including experience of interacting with all levels of staff and students.
- First Aid and Safety Training
- Good level of IT literacy
- Postgraduate degree in a relevant area
- Experience of using Nuclear Magnetic Resonance Spectrometers
- Experience in resolving chemical structures using NMR

- Good knowledge of the procedures and requirements of a modern NMR workshop environment

Further Information for Candidates:

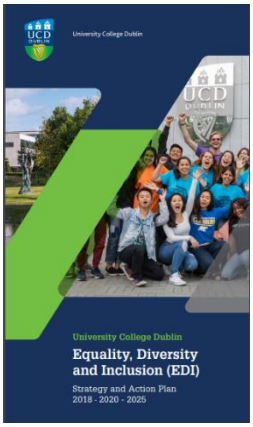
Equality, Diversity and Inclusion:

Equality, Diversity, and Inclusion (EDI) at UCD

UCD is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. Diversity is highlighted in the university's strategic plan as one of the core values of UCD, and its EDI commitment is further demonstrated through the strategic objective relating to the attraction, retention, and development of an excellent and diverse cohort of students, faculty and staff. 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. The university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult UCD's equality, diversity and inclusion policies here https://www.ucd.ie/equality/ .

UCD's Equality, Diversity and Inclusion Strategy 2018-2020-2025 sets out the University's objectives aligned to UCD's ten equality grounds. Link

UCD's Vice President for Equality, Diversity and Inclusion chairs the University EDI Group which works across UCD's ten equality grounds in collaboration with College Vice Principals for EDI and EDI School Representatives. UCD's Equality, Diversity and Inclusion Unit supports the mainstreming of EDI through the EDI Group and these roles and leads on the delivery of the EDI Strategy through a range of initiaitives including policy development, awareness raising and training, internal and external relationship building, collation and analysing of data, establishing peer support groups and networks, attainment of accreditations such as Athena SWAN and supporting and promtoting an environment of mental health and wellbeing and dignity and respect.



UCD has EDI staff networks which are a great opportunity to meet colleagues, network and engage with equality, diversity, and inclusion initiatives in UCD.
UCD's EDI Staff Networks include:

- **UCD staff disability network**
- **UCD LGBTI staff network**
- **UCD Women@STEM**
- **Multicultural Employee Network UCD (MENU)**

You can join UCD's EDI Staff Networks here: https://www.ucd.ie/equality/groups/edinetworks/

UCD is also engaged with the following initiatives:

Athena SWAN at UCD
University College Dublin has received its second Athena SWAN Bronze institutional award in recognition of the university's work towards gender equality. To achieve this accreditation, an institution must demonstrate that it has undertaken a thorough self-assessment of gender equality challenges and has developed a detailed action plan to tackle them. The UCD Gender Equality Action Plan 2020-2024 was prepared by the Gender Equality Action Group and its Working Groups, in a process that involved external benchmarking, an EDI employee survey, focus groups and consultation across the university. It includes actions relating to recruitment, promotions, leadership, work practices, organisation and culture. The implementation of the Plan is already underway and includes mechanisms to track progress on each of the actions. This action plan includes the actions that arose from the review of the university's policy and procedures on Dignity and Respect.

Age-Friendly University
University College Dublin is proud of its designation as an **Age-Friendly University** as part of the AFU Global Network. The principles of an Age-Friendly University are: To encourage the participation of older adults in all the core activities of the university, including educational and research programmes.

University of Sanctuary
UCD was awarded **University of Sanctuary** status in 2018, (UoSI) is an Irish initiative to encourage and celebrate the good practice of universities, colleges and other education institutes welcoming refugees, asylum seekers and other migrants into their university communities and fostering a culture of welcome and inclusion for all those seeking sanctuary.

Open Doors Initiative
UCD has joined a group of over 95 companies and NGOs, who work with government to create pathways to employment for marginalised people. These can be internships, scholarships, training courses, aiding entrepreneurs or full/part time employment, from a range of backgrounds and abilities.
These can be developed out on a bespoke basis with organisations to include specific projects. This group work with refugees, asylum seekers and migrants, people with disabilities and disadvantaged youth (including those from a traveller background, LGBTIQ+ etc).
They offer online training, mentorships, assisted learning, seminars, inhouse training for existing employees on a range of subjects and can assist with funding for training courses you run. They have ongoing meet ups with other companies and supporting partners who are working to create diversity and inclusion within their organisations.

More details are available on our website here: www.opendoorsinitiative.ie

Supplementary information:

The University:	https://www.ucd.ie/
UCD Strategy 2020-2024: Rising to the Future	https://strategy.ucd.ie/
The College/Management Unit:	https://www.ucd.ie/science/
The School/Programme Office/Unit:	https://www.ucd.ie/chem/

Other (*Please specify*):	N/A

Relocation Expenses:

☐ Will not apply

☒ Will be applied in accordance with the UCD Relocation Policy

Garda Vetting required:

☒ **NO**

☐ **YES** – Garda Vetting will be conducted for the recommended candidate(s) as part of the selection process for the post in accordance with the UCD Garda Vetting Policy

Informal Enquiries ONLY to:

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OR	
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Particular to this position:

Note: This position normally requires being on campus during the NMR Centre opening hours (currently from 9am to 5pm from Monday to Friday).

Conditions specific to this post (if any):

Note: This position occasionally requires being on-campus outside normal working hours to complete essential maintenance tasks.

Eligibility to compete and certain restrictions on eligibility	
Incentivised Scheme for Early Retirement (ISER):	It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position
Department of Health and Children Circular (7/2010):	The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to

	complete in this competition.
Collective Agreement - Redundancy Payments to Public Servants:	The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.
Declaration:	Applicants will be required to sign a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
Superannuation and Retirement:	The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered an appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Key provisions attaching to membership of the Single Scheme are as follows:

a. ***Pensionable Age*** - The minimum age at which pension is payable is 66 in line with State Pension age changes.

b. ***Retirement Age*** - Scheme members must retire at the age of 70.

c. ***Pension Abatement****:*

- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends

abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

- Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

  The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- Ill-Health-Retirement

  Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

d. ***Prior Public Servant*** - While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the UCD Pension Scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. ***Pension Accrual*** - A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f. ***Pension-Related Deduction*** - This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: http://www.per.gov.ie/pensions.