



OÉ Gaillimh
NUI Galway



**Senior Technical Officer, Botany & Plant Science
School of Natural Sciences, Full Time, Permanent
Ref #: 009071**



TABLE OF CONTENTS

Job Advertisement	3
Job Description	4-6
Eligibility Requirements	8

JOB ADVERTISEMENT

Applications are invited for a full-time, permanent, Senior Technical Officer position in the School of Natural Sciences (Botany and Plant Science) at NUI Galway. Candidates should be honours graduates in Botany and Plant Science or a cognate discipline with a post-graduate qualification at the level of MSc or higher.

For informal discussions concerning this post, please contact:

Prof. Ciaran Morrison, Head of School of Natural Sciences email: ciaran.morrison@nuigalway.ie and/or Dr Dagmar Stengel, Head of Discipline of Botany and Plant Science email: Dagmar.stengel@nuigalway.ie and/or Mr. Shane Rooney, Chief Technical Officer email: shane.rooney@nuigalway.ie

Additional information on the College of Science is available at:

<http://www.nuigalway.ie/science/>

Information on the University's Strategic Plan is available [here](#).

Salary:

€51,538 to €61,968 p.a (applicable to new entrants effective from January, 2011)

(This appointment will be made on the Senior Technical Officer scale in line with current Government pay policy)

Closing date for receipt of applications is 17:00 (Irish Time) on Thursday 28th January. It will not be possible to consider applications received after the closing date.

Due to the University closure related to COVID-19, interviews may have to take place virtually and start dates may need to be delayed.

Garda vetting may apply.

Appointments will be conditional on work authorisation validation.

Further details are available at www.dbei.ie

For more information and Application Form please see website:

<http://www.nuigalway.ie/about-us/jobs/> Applications should be submitted online.

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

National University of Ireland Galway is an equal opportunities employer.

****Please refer to separate information booklet for details on application and appointment procedure****

1. Role Relationships

The post holder has specific job contact with:

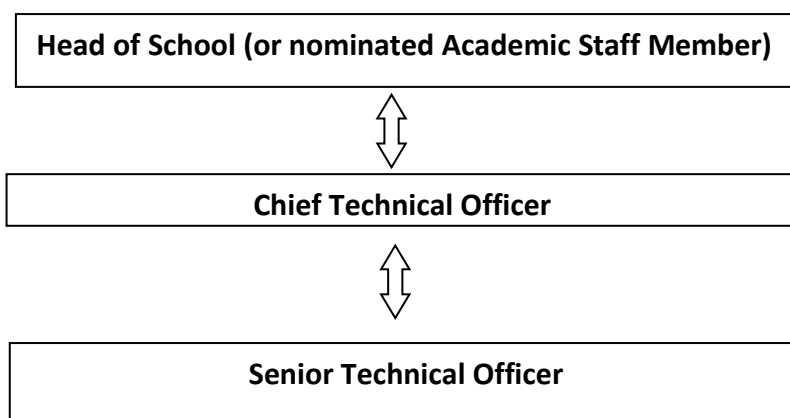
- Head of School of Natural Sciences or nominee
- Chief Technical Officer

The post holder has general contact with:

All academic, research, technical, administrative and support staff in the School.

Contact with students, both undergraduate and post-graduate. General contact with staff and students from other Disciplines/units in the School, and other Schools/Colleges will also occur.

Organisation chart to illustrate position of job holder:



3. Main Purpose of Job

The successful candidate will be required to support research and practical teaching in Botany and Plant Science or other areas of the School of Natural Sciences (SNS), as well as to provide technical, health and safety and operational support to principal investigators, researchers and students.

Principal Duties and Responsibilities

The duties of the Senior Technical Officer will include:

1. Report in the first instance to the Chief Technical Officer in SNS and ultimately to the Head of School of SNS (or his/her nominee).
2. Provide technical, health and safety and operational support to Principal investigators, researchers and students in the Discipline of Botany and Plant Science and member labs of the SNS Research Clusters.
3. Provide and prepare materials, equipment and working spaces for undergraduate practical classes and projects.
4. Contribute to provision, content design and instruction of undergraduate practical classes; engage in ongoing development and upgrading of practical exercises, including introduction of new technologies for delivering teaching.
5. Organise, manage and assist with training of demonstrators of undergraduate practical classes; development, organisation and support of field trips.
6. Provide training of undergraduate and postgraduate students and researchers in research protocols and maintenance of protocols.
7. Assist in administrative duties associated with the Discipline of Botany and Plant Science (e.g. Buildings Office liaison/store/goods in & goods out / class coordination, liaison security) as required.
8. Support the research activities of the School: provide technical support at all levels required to carry out sample and data collection, including processing and analysis; assist academic staff where relevant, with the submission of both national and international funding proposals; be hosted in active research laboratories within the Discipline, in order to maintain an up-to-date understanding of research techniques, protocols and research support needs.
9. Ensure the up-keep and running of research equipment in the Discipline of Botany and Plant Science as required, including ensuring the effective use of space and facilities by keeping records of laboratory and equipment usage.
10. Implement Health and Safety requirements within the Discipline of Botany and Plant Science, including SOPs, compliance and drafting of reports to the regulatory authorities if required.
11. Assist with coordinating waste disposal and procedures as required.
12. Manage general laboratory stocks and records.
13. Maintain security and monitor access for designated areas, including liaising with Security over access card and key requests from staff and researchers.
14. Ensure maintenance and repair of facilities and equipment, including greenhouse and vehicles (including organisation of taxation, insurance, repair, servicing).
15. Coordinate procurement issues and contribute to budget management as required, including interaction with external contractors and sales representatives.
16. Liaise with other technical staff in SNS and research institutes as required.
17. Ensure specialised rooms and equipment are maintained to a high level of operation.
18. Assist with IT and data support, including liaison with ISS.

19. Be available to join the School's out-of-hours alarm response rota for freezers, storage units or other emergencies.
20. Attend all relevant technical meetings as required.
21. Any other duties in the ambit of the post as assigned by the Chief Technical Officer, and/or the Head of School (or his/her nominee).

The post-holder shall be a member of College/Colleges in accordance with University Statutes.

The successful candidate will demonstrate the Eligibility requirements below:

- Candidates should have an MSc degree (or higher) in Botany and Plant Science or a cognate discipline.
- Demonstrated experience and technical skills in Botany and Plant Science or a cognate discipline.
- Basic plant and algal identification skills.
- Experience with laboratory and teaching methods, strategies and technologies.
- Demonstrated experience in fieldwork, including coastal marine environments and laboratory methods.
- Flexibility, adaptability and self-motivation, including a willingness to work occasionally at unsocial hours and/or in inclement conditions.
- Good time management
- Ability to work independently and efficiently.
- Willingness to take ownership of and responsibility for assigned roles.
- Ability and aptitude to be a team player.
- Full driver's licence (including at least category B).
- The post holder will play an important and key role in the smooth operation of the School, thereby facilitating the academic objectives of the School.

DESIRABLE REQUIREMENTS

- Experience in lab-based techniques relevant to the teaching and research within the Discipline.
- Experience in undergraduate practical teaching and assistance with project supervision.
- Basic mechanical and electrical workshop skills. Demonstrated experience in maintenance and repair of essential lab items, including analytical equipment and instruments.
- Experience in histology, microscopy and/or other specialised laboratory techniques.
- Experience in usage and maintenance of HPLC and GC/MS or other specialist research equipment.
- Driving licence category BE.

Please refer to separate information booklet for details on application and appointment procedure*