|  |
| --- |
| **Instructions:** Please complete in soft copy. Note, **all** sections are mandatory - unless specified otherwise. Further instruction on completing this from is specified in the body of the form in this font. |
| **College | Management Unit:** |   |
| **School | Unit:** |       |
| **Post Title & Subject Area** *(if relevant)* | **Chief Technical Officer II** |
| **Post Duration:** |  |
| **Grade:** |  |
| **Line Manager** |       |
| **Competition Ref. N⁰** | *Completed by HR*       |
| **HR Administrator** | *Completed by HR* |
| **Relocation Expenses** | *Please delete if not relevant* |
| **Garda Vetting** | *Please delete if not relevant* |
| Position Summary:Please describe the nature and purpose of the post (approx 100 – 150 words) |
|  **Principal Duties and Responsibilities:****Technical Skills:*** Proven ability to troubleshoot and resolve problems in areas of specialist knowledge
* Champion continuous technical improvements, setting standards and engenders flexibility within the team
* Responsible for the maintenance and operation of equipment used in both research and teaching activities to the highest standard possible
* Keep up to date with technical developments and lead others in the adaptation to new technologies

**Health and Safety:*** Champion best Health and Safety practices
* Seek to introduce new techniques and technologies to the specialist area-based on sound health and safety principles/guidelines
* For specialist areas, oversee the likelihood and potential impact of risks. Put appropriate control assurance systems in place

**Management & Planning:*** Demonstrate a clear understanding of the school/unit strategy and objectives and how these translate into what is required from specialist technical services
* Anticipate potential issues/challenges and contribute to the development of contingency plans
* Manage the allocation of specialist services within the School/Unit
* Have oversight of budget for specialist services within the School/Unit
* Contribute in annual/ forward planning activities and take a lead around specialist services aspects
* Foster individual talent and ensure continuous focus on development

**Interpersonal Skills:*** Effectively explain complex, technical specialist information to a wide range of people-faculty, staff, students, external stakeholders/agencies
* Promote the specialist/advanced technical services on offer effectively
* Communicates effectively with others using a range of different approaches to inform and/or influence decisions and actions
* Ensures that the team understand and meet specialist service objectives
* Mentor newly inducted staff and students
* Provide informal training on aspects of the specialist service

**Service Requirements** * Provide a high professional service standard across the area
* Provide specialist knowledge of the service and to students and colleagues as appropriate

**Innovation/Flexibility/Adaptability*** Initiate and drive innovation in specialist area and working closely with colleagues contributes to broader innovations outside your domain of expertise
* Effectively lead change in your specialist area
* Contribute to the delivery of a solutions focus and creative approach to meet organisational needs

     **Particular to this position:**Please note this section is optional. Examples include, Details of set hours, peak periods, dress code or job-sharing conditions etc. |
| **Salary: € - €** *Completed by HR*Appointment will be made on scale and in accordance with the Department of Finance guidelines.Details on eligibility to compete and pension information is available at<https://www.ucd.ie/hr/resourcing/eligibilitytocompete/>UCD welcomes applications from everyone. We are committed to creating an environment where diversity is celebrated and everyone is afforded equality of opportunity. Learn more about Diversity at <https://www.ucd.ie/workatucd/diversity/> |
| **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: |
| * Masters Degree (for individuals who commenced in UCD post November 2006); NCEA Diploma or equivalent (for individuals who commenced in UCD pre November 2006)
* Minimum of 5 years relevant work experience
* Excellent knowledge of health and safety legislation as it pertains to laboratory work including specialist knowledge within field of expertise
* A strong proven, demonstrable, record of appropriate advanced technical competence and “hands – on” experience in a University, or similar, environment
* Specialist lead within area
* Excellent communication and interpersonal skills including the ability to work with faculty, staff researchers and students all levels
* Excellent leadership and people management skills
* Strong experience of budget management
* Excellent planning and organisation skills with a demonstrated ability to prioritise, work to tight deadlines and take responsibility for deliverables with accuracy and attention to detail
* Logical, problem solving approach
* Excellent IT Skills
* Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.
* Additional Bullets of specific requirements for post

**Mandatory Criteria as part of the UCD Equality, Diversity and Inclusion Agenda**You must select and include the appropriate criterion for the role under the mandatory section of the Job Description. For further information and details of the “equivalent levels” of Faculty and other staff, please contact your Resourcing Consultant.Criteria for grades AOII – AOIA and equivalent levels of Faculty and other staff* Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

Criteria grades SAOIV – SAOIII and equivalent levels of Faculty and other staff* Candidates must demonstrate how they can positively contribute to fostering an inclusive environment and a level of awareness of equality, diversity and inclusion.

Criteria for senior roles - UMT plus direct reports and SAOII or equivalent levels of Faculty and other staff* Candidates must show evidence of leadership in and/or demonstrated commitment to gender equality and the broader equality, diversity and inclusion agenda.
 |
| Desirable: |
| * Safety Training and First Aid Training
* Flexible approach to work, and willingness to assist with change in an evolving organisation
* Desirable Bullets of specific requirements for post
 |

|  |
| --- |
| **Supplementary information:**Unless otherwise specified, URLs to the relevant home page(s) will be inserted by HR. |
| The University: | <https://www.ucd.ie/> |
| UCD Strategy 2020-2024: Rising to the Future | <https://strategy.ucd.ie/> |
| The College/Management Unit: |  |
| The School/Programme Office/Unit: |  |
| Equality Diversity and Inclusion at UCD | https://www.ucd.ie/workatucd/diversity/ |
| **Informal Enquiries ONLY to:**Please note this section is optional. Applications will be addressed to an assigned HR administrator.

|  |  |
| --- | --- |
| Name: |       |
| Title: |       |
| Email address: |       |
| Telephone: |       |

 |