



Institiúid Teicneolaíochta Trá Lí INSTITUTE OF TECHNOLOGY TRALEE

Health and Leisure Technician

This position will be filled on a contract basis in accordance with the requirements of the Institutes of Technology Acts 1992 to 2006. The selection process will be carried out in accordance with the requirements of these Acts. The successful candidate will be expected to start immediately.

1. Minimum Academic Qualifications and Other Requirements

The minimum academic requirement is an Ordinary Degree in Health, Fitness and Leisure or approved equivalent relevant qualification and ideally at least one-year postgraduate experience.

2. Duties will include:

Support for the following activities relating to courses, laboratories and Institute activities:

- To ensure that equipment and instruments in the department are in good, safe working order, properly recorded and serviced by appropriately qualified technicians according to agreed schedules.
- to be present at classes to provide support and set up equipment and materials and to distribute them as necessary during the class;
- to see to minor repairs and adjustments that may arise during the class and to assist in providing any other technical service that may be required as a result of the manner in which the particular class develops;
- to be available prior to each Laboratory, Workshop class or Practical class to prepare, set out and to test materials and apparatus;
- to be available after the end of each Laboratory, workshop class and Skills Practical to remove, clean and store materials and equipment;
- to assist in the development of experiments and demonstrations, as may be required;
- to interface with maintenance engineers, staff and students.
- To assist in the control of stock of equipment and materials, accepting delivery of goods, materials and equipment for laboratories and workshops;
- to maintain the general good order of laboratories, workshops and practical areas;
- to assist in the supervision of Laboratory Attendants and general organisation and maintenance of the Laboratory or Workshop as may be required by the lecturer or Head of Department;
- to assist in ordering, installing and commissioning equipment;
- ordering materials and servicing equipment;
- scheduling bookings in the laboratory.
- Administration of a range of health and performance related tests e.g.. VO2 max, lactate profiling, windgate tests, cholesterol, blood pressure;
- interpretation of test results, exercise prescription;
- preparation of information leaflets on a variety of health fitness topics;
- calibration of equipment;
- assisting with research;
- familiarity with isokinetic dynamometer, biomechanical analysis equipment and software for notational analysis.
- Assistance in organisation of department conferences.

The duties are those appropriate to a Technician as directed by a nominated Officer of the Institute at such locations where the activities of the Institute are carried out.

3. Hours of Work:

The hours of duty are not less than 36.5 hours per week. Hours of work may be allocated between 8.00 a.m. and 10.30 p.m. Monday to Friday inclusive, with Saturday and Sunday working as directed. A member of staff may be required/rostered for additional work for which overtime at the appropriate rates will be paid. Overtime will be payable in respect of Saturday work at time and a half up to 1.00 p.m. and at double time thereafter, and at double time on Sunday.

4. The Interview Process

If invited to interview, applicants will be assessed at the interview under the following criteria:

- Qualifications and Experience
- Technical Knowledge
- Interpersonal Skills
- Development Potential
- Team Working and Organisational Skills

5. Salary Scale per annum: (Scale as at 01/9/2008)

Point 1	€3,414	Point 6	€8,598
Point 2	€4,407	Point 7	€11,040
Point 3	€5,430	Point 8	€13,629
Point 4	€6,485	Point 9	€15,512
Point 5	€7,569		

6. Important Notes

- Screening and short listing takes place only on the basis of information submitted on the official application form.
- Please ensure that full information is given on qualifications etc and that the information is accurate and corresponds to the original transcript of qualifications. Please note that any misstatement will result in disqualification.
- Note the declaration to be signed at the end of the application form.
- Please ensure that those you nominate as referees are contacted by you and will be able to supply a reference without delay if requested.
- The Institute regrets that it cannot pay expenses for candidates attending interviews for this post(s) or for taking up the position, if appointed.
- Latest date for receipt of completed application forms to the Human Resources Office is

12.00 noon on Friday 6th November 2009

- Applications received after the closing date will not be accepted.
- E mailed application forms are acceptable. Faxed application forms are not acceptable.
- Interviews will be held in Tralee. **It is anticipated that interviews will be held on Thursday 12th November 2009.**
- The information given in this document is of a general information nature only and should not be taken as contractual.

The Human Resources Office, Institute of Technology, Tralee, Co Kerry

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