



Institiúid Teicneolaíochta Trá Lí INSTITUTE OF TECHNOLOGY TRALEE

Biological / Analytical Science Technician

This position will be filled on a specific purpose temporary part time basis to replace a staff member proposing to job-share 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.

1. Minimum Academic Qualifications and Other Requirements

The minimum academic requirement is an Ordinary Degree in Biological or Analytical Science or approved equivalent relevant qualification and ideally at least one-year postgraduate experience.

Desirable

- Have a good working knowledge of Biological or Analytical Sciences and have a keen awareness of Health and Safety
- Be familiar with good laboratory practices and procedures as well as general laboratory equipment and techniques
- Have the ability to work both on own initiative and as part of a team
- Have good communication and interpersonal skills; good organisational and planning skills ; as well as good IT skills
- Be flexible and adaptable in the provision of technical support

2. Duties will include:

- Organising, preparing and setting up for practical classes, demonstrations, assessments, practical examinations, projects and research work.
- To ensure laboratories, materials and equipment are kept clean, tidy and in good order
- Provide technical assistance to lecturers and students to ensure smooth running of laboratories, classes, research and other events
- Assisting in the Stock-control of equipment and consumable materials
- Providing support for the ordering, receipt and delivery of goods
- Assisting in the disposal of waste materials and surplus equipment in accordance with official guidelines
- To carry out routine maintenance of equipment and undertake commissioning of new equipment
- To undertake other such duties assigned from time to time by Head of Department/School

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 up to 18 hours per week. Hours of work may be allocated between 12.30 p.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 (based on full time hours i.e. 36.5 per week):**
(Scale as at 01/03/08)

Point 1	€32,599	Point 6	€37,657
Point 2	€33,568	Point 7	€40,039
Point 3	€34,566	Point 8	€42,565
Point 4	€35,595	Point 9	€44,402
Point 5	€36,653		

Note:

A new agreement has been introduced and full details of this is available under Circular Letter IT 13/2006, part 1 and part 2 on the following link <http://www.ittralee.ie/ITTInfo/FindaDocument/CircularLetterIT1306/>
The document on the link gives details on starting salary, progression etc.

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 1st August 2008

- Applications received after the closing date will not be accepted.
- Emailed application forms are acceptable. Faxed application forms are not acceptable.
- 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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