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| **Senior Technical Officer, Anatomy, 3 Year Fixed Term Contract**  **Ref: 008192** |

 

**TABLE OF CONTENTS**

Job Advertisement 3

Job Description 4

Information on Application and Appointment Procedures 6



Applications are invited for an appointment as Senior Technical Officer, Anatomy, 3 Year Fixed Term Contract at NUI Galway.

The postholder will support the Microscopy Provision provided by the Centre of Microscopy and Imaging within the Discipline of Anatomy

S/he must have:

* Appropriate formal qualification(s) e.g. hold an MSc degree (or higher) in a Biological, Biophysics, Optics or a cognate discipline.
* A number of years experience working in a relevant field of transmission and scanning Electron Microscopy.
* A fundamental knowledge of preparation methods for Biological and non-biological electron microscopy.
* Good technical, verbal and written communication skill required in English.
* Excellent organisational and administrative skills.
* Excellent interpersonal skills and be a strong team player and have the ability to work on their own initiative

For informal discussion, please contact: Professor Peter Dockery, Email:[peter.dockery@nuigalway.ie](mailto:peter.dockery@nuigalway.ie)

**Salary:** €48,679p.a. – €58,531 p.a.

(This appointment will be made on point 1 of the scale in line with current Government pay policy)

(For pre 1995 public sector entrants in Ireland, the D class Salary rates will apply)

Closing date for receipt of applications is **17:00 (Irish Time) on Thursday, 27th April 2017**. It will not be possible to consider applications received after the closing date.

Garda vetting may apply.

Appointments will be conditional on work authorisation validation.

Further details are available at [www.djei.ie](http://www.djei.ie) including a list of ineligible categories for employment permits

*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.

 

**JOB DESCRIPTION**

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| **1. Job Title** | **Discipline/Section** | **Current Job Holder** |
| Senior Technical Officer | Anatomy |  |
| **Is post permanent or a contract?** | 3 Year Fixed Term Contract |  |

**2. Role Relationships**

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| The holder has specific job contact with: the Head of the Discipline of Anatomy | |
| S/He has general contact with: The academic, technical and administrative staff in the Discipline of Anatomy, technical staff in the Schools of Medicine Science and Engineering and undergraduate and Postgraduate Students and Researchers who study Microsopy related courses and modules. | |
| **3. MAIN PURPOSE OF JOB:** |
| The main purpose of the job is to support the Microscopy Provision provided by the Centre of Microscopy and Imaging within the Discipline of Anatomy. |
| **4. MAIN DUTIES AND RESPONSIBILITIES:**  **(Write in perceived order of Importance)** |
| Perform a technical role in support of the Teaching and Research Activities in the Discipline of Anatomy.  Will be an integral member of Centre for Microscopy(CMI) and Imaging team ( [www.imaging.nuigalway.ie](http://www.imaging.nuigalway.ie) ).  Support academic staff, as directed by the Head of Discipline.  Calibrating, operating and maintaining microscopy related equipment.  Develop and maintain SOP’s for all microscopy equipment and related activities.  Maintain safety data sheets for the discipline.  Monitor and manage support for users of the CMI.  Purchase and commission of equipment in co-operation with other technical and academic staff.  Attend any relevant training for upskilling.  Training of students and staff in use of Microscopy facilities, equipment and experimental design. Flexibility with regard to hours of work is required. |
| **5. SPECIAL FEATURES OF JOB:** |
| **Essential:**  **Essential Candidate attributes**  Candidates must have appropriate formal qualification(s) e.g. hold an MSc degree (or higher) in a Biological, Biophysics, Optics or a cognate discipline.  Have a number of years experience working in a relevant field of transmission and scanning Electron Microscopy.  Have a fundamental knowledge of preparation methods for Biological and non-biological electron microscopy.  Good technical, verbal and written communication skill required in English.  Have excellent organisational and administrative skills.  Have excellent interpersonal skills and be a strong team player and have the ability to work on their own initiative.  **Desirable:**  Experience in an range of Light microscopies.  Experience in supervision of undergraduate and postgraduate students. |

**APPLICATION AND APPOINTMENT PROCEDURES**

**(Important Information for Applicants)**

**1. Application**

1. **How to apply**

If you are a current NUI Galway employee please use the NUI Galway Employee Self Service (ESS) portal to apply for this post. **Note that access to the ESS portal is currently only available on campus**. The following is a link to the ESS portal:

<http://ess.nuigalway.ie>

The following is a link to a **User Guide** for ESS:

[http://www.nuigalway.ie/hrdocs/ess/nuig-user-guide-support-internal.pdf](%20http:/www.nuigalway.ie/hrdocs/ess/nuig-user-guide-support-internal.pdf)

**Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date.**

**Please note that closing dates/ times will not be extended for user error.**

**Late applications will not be accepted.**

**Non NUI Galway employees**

If you are not a current NUI Galway employee please use the NUI Galway online recruitment portal to apply for this post. The following is a link to the online recruitment portal:

<http://erecruit.nuigalway.ie>

The following is a link to a **User Guide** for the online recruitment portal:

[http://www.nuigalway.ie/hrdocs/ess/nuig-user-guide-support-external.pdf](%20http:/www.nuigalway.ie/hrdocs/ess/nuig-user-guide-support-external.pdf)

**Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date.**

**Please note that closing dates/ times will not be extended for user error**

**Late applications will not be accepted.**

The completed application document must be submitted online to reach the Human Resources Office no later than **17.00 (Irish Time) on Thursday, 27th April 2017.**

All applicants will receive an acknowledgement of application. If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact [recruit@nuigalway.ie](mailto:recruit@nuigalway.ie)

or telephone 091-492151.

1. **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.

1. **Pension Entitlements:**

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, **The Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.

Compulsory retirement age will be 70.

Please refer to Revenue circular ([www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf](http://www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf)) for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from NUI Galway.

1. **Declaration:**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. 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.

1. **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.

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| 1. **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 compete in this competition*.* |
| 1. **Declaration**   Applicants will be required 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. |

1. **Work Permits:**

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible.

For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website [www.djei.ie](http://www.djei.ie)

Please see list of ineligible categories for work permits at <https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/>

**2. Assessment Procedure**

1. **Board of Assessors**

Applications will be considered by a Board of Assessors, which will shortlist and interview candidates and report to the University Appointing Authority.

*Where a specific Irish Language competence is set out as an essential criterion for a post, candidates will be required to sit an Irish Oral and Written Examination at the initial stage of the recruitment process.  Applications from candidates that successfully complete this initial stage* will be considered by a Board of Assessors, which will shortlist and interview candidates and report to the University Appointing Authority.

All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

**(b) Presentation & Interview Dates**

Candidates will be advised of arrangements in due course. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available for interview and presentation on the date(s) specified by the University.

Candidates who do not attend for interview or other test when and where required by the University or who do not, when requested, furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration

**(c) Video Conferencing**

The primary recruitment selection method used by Boards of Assessors at NUI Galway is attendance for presentation and interview on campus. In exceptional circumstances, such as an alternative to international travel, a Board of Assessors may approve a request from a Candidate to present and interview via video conference. A Candidate may be required to attend for a second interview in person prior to a Board reaching a final decision.

It may not be possible to facilitate such a request due to pre-arranged interview schedules and timelines. The University does not facilitate interviews via Skype/telephone.

**(c) Expenses**

Expenses are paid to candidates invited to the Assessors’ Interview (see (a) above). For further information see the University policies on expenses at the following link <http://www.nuigalway.ie/financial_accounting/policies_procedures.html>

**(d) Referees**

Referees listed on the application forms of shortlisted candidates will be contacted **following**  interview.

**(e) Offer**

All candidates will in due course be notified of the outcome of their application**.** The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority.

The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination. Once a conditional job offer has been made, the candidate will be asked to complete a pre-employment health questionnaire that the University’s Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post.

The information provided on the questionnaire will be used (i) to assess the candidates medical capability to do the job applied for; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.