



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

## Job Description

---

<b>Comp ID:</b>	036698
<b>Job Title:</b>	Chief Technical Officer 2 (CRANN Institute)
<b>School/Department:</b>	CRANN / AMBER
<b>Job Category and Level:</b>	Technical

---

### The Purpose of the Role

Applications are invited for the full-time position of Chief Technical Officer 2 in the Advanced Materials and Bioengineering Research centre (AMBER). The post is primarily to lead the Safety program within CRANN/ AMBER and the management of the facilities to the institute to ensure safe and efficient technical operation of the institute. The appointee will be the main point of contact for all safety and facilities issues within the institute and will work closely with Estates and facilities and college safety office. The ideal candidate will lead the response team in safety and facilities emergencies within the institute and will have a leadership role in the existing technical team. The technical team consists of technical research focused staff who provide high-end technical support to researchers within the CRANN Institute as well as to members of the broader College Community, external and/or industrial end-users.

---

### Context

The successful candidate will be reporting to the Head of Research Infrastructure and Facilities, providing facilities support and safety support to the day to day operations of the shared research infrastructure and individual research labs hosted within the CRANN Institute and TTEC campus.

---

### Main Responsibilities

CRANN Health and Safety Officer,

- Manage the health and safety programme for the CRANN Institute (incl on campus and TTEC based labs) acting as lead Safety Officer for the Institute working in partnership with the technical, core staff and researchers to implement best practices to ensure that CRANN is a safe working environment for all.
-

- 
- Implement, maintain, and review health and safety policies, procedures, systems and practices for the institute and ensure that these are in compliance with national legislation, university policies and international best practice.
  - Deliver Health & Safety Induction Training for all new students and members of staff.
  - Promote a positive health & safety culture through championing health and safety within CRANN. Proactively lead health and safety awareness across the Institute whilst ensuring effective and appropriate communication with all stakeholders.
  - Lead the CRANN Safety Committee and represent CRANN on relevant Faculty and University meetings, contributing to the formulation of university wide policy and procedures as appropriate
  - Provide competent, expert, practical and pragmatic health and safety advice and support to the CRANN Institute with a diverse range of hazards, being responsive to the needs of the research, and enabling a proportionate response to the management of risk.
  - Coordinate and disseminate safety advice from specialist advisers (i.e. Laser Safety, Chemical Safety, Biological Safety, Radiation Protection and College Safety Office) to CRANN users
  - Perform the role of radiation protection officer for institute and lead this program.
  - Coordinate and participate in safety audits across CRANN laboratories and central equipment facilities. Oversee and monitor the implementation of action plans in partnership with technical and research teams acting as the key decision maker. If necessary, terminate activities where there is significant risk of injury or imminent danger.
  - Review and sign off risk assessments for research activities, including chemical hazards and new equipment installations, providing advice and guidance on management of risk where the solution may be complex and therefore require extensive research and a high level of technical knowledge.
  - Provide specialist input to the investigation of accidents, incidents and near-misses to identify remedial actions and propose solutions to prevent reoccurrences working in partnership with the CRANN staff and users and the wider college safety community and estates and facilities group,
  - Support the procurement, refurbishment and installation of equipment to ensure safety aspects are addressed. Liaise with contractors to address concerns and ensure effective communication of health and safety matters with regards to contractor activities, which could have a detrimental effect on the institute
-

---

### CRANN Facilities lead.

- Act as liaison with Estates and Facilities and external contractors to ensure that the CRANN Institute and TTEC labs are well maintained and secure, acting as a lead of the CRANN technical team to allocate responsibilities and tasks in responding to facilities issues as appropriate.
- Manage the gas and chemical storage facilities within CRANN, perform gas bottle exchanges and control the gas levels onsite and maintain a log of gases and chemicals on site using systems such as labcup chemical inventory system.
- Working as part of the wider technical team oversee and participate in routine checks and repairs on building facilities and infrastructure to ensure the efficient and safe operation and minimize downtime due to facilities and maintenance issues, allocating tasks and coordinating activities as appropriate.
- Lead the installation and commissioning of new equipment within the central equipment facility and PI labs within CRANN, working with the academic, technical teams and external vendors to appropriately plan and coordinate the required activities.
- Maintenance of the CRANN asset register for planning and insurance purposes
- Development of metrics and reports showing up time of all facilities equipment within the facility and ensure that the facilities remain within specification.
- Participation in the recruitment of technical staff, and in their subsequent training and development.
- Provide mentorship and training as appropriate to technical and research staff in the relevant areas pertaining to the grade.
- Assist in the preparation annual budgets for the support of the institute facilities and safety program.
- Participation in the promotion of the facility to internal and external customers from academia and industry including participation in outreach activities.
- Other tasks as defined by the Head of Research Infrastructure and Facilities or the Executive Director of CRANN and AMBER as pertaining to the grade.

This is a list of the tasks, additional duties and responsibilities for the role.

### Service

- Maintain a strong ethos of customer service associated with providing technical support to the institute; Receive and respond to everyday enquiries from/to customers escalating requests outside their knowledge base to the appropriate person/area.
-

---

**Systems**

- Use and understand common systems (e.g. iLabs, LabCup, CoreHR) relevant to area of work and carry out searches to respond to queries.
- Update databases and spreadsheets and run standard reports.
- Carry out routine record keeping, and data entry to ensure accurate safety and facilities records are maintained and available during emergencies.

**Clerical**

- Provide routine administrative and/or customer support activities to contribute to the smooth operation of the CRANN safety program.

**Organization**

- Receive and respond to everyday safety and facilities enquiries from CRANN researchers and users escalating requests outside their knowledge base to the appropriate person/area.

**General**

- Any other duties that arise from time to time as directed by the manager or nominee which pertaining to the grade.
-

## Person Requirements

The role-holder will require the following knowledge, skills and attributes for successful performance in the role.

## Qualifications

- **Qualifications for New Staff (from 1 January 2007)** Entry to the profession will require a relevant Honours degree.
- **National Certificate on Entry- Qualifications for Existing Staff (before 1 January 2007)**
- **Preferred - Masters Degree or higher postgraduate qualification in relevant area**
- **A qualification in Health and Safety management is desirable but not essential**

## Knowledge & Experience

- Demonstrated relevant practical experience working in a laboratory environment and handling chemicals, gases and hazardous materials.
- Demonstrated experience implementing Health and Safety protocols within a research, scientific or engineering environment
- Up-to-date and comprehensive knowledge of risk management, health and safety technology and safety legislation
- Experience in the repair and maintenance of plant equipment such as HVAC, Chillers, Water treatment plants, fire and gas alarm systems is desirable.

## Skills

- Ability to make independent decisions based on available data, experience and sound judgement.
- Excellent oral communication skills, including strong negotiation and influencing skills and the ability to liaise confidently with students and academic and non-academic staff at all levels
- Excellent written communication skills including the ability to summarise complex problems and suggested solutions
- Experience in dealing with customer /technical vendor in person, by phone and by email.
- Demonstrated analytical and problem - solving / troubleshooting skills
- Ability to work on own initiative while responding to new pressures and adjusting priorities, but also to work as an active and efficient team member when required.
- A flexible and pro-active work ethic and an inclusive approach to work;
- A willingness to embrace new technologies and to acquire new skills;

## Personal attributes

- Ability to act as a leader with aptitude to direct and influence others.
- Understands the importance of quality service and pro-actively delivers this.
- Takes pride in providing excellent customer service providing a helpful and courteous approach to colleagues, students, academic staff and customers.
- Committed to achieving results, putting in additional effort as required.
- Flexible approach to working hours as the demands of the post may require work outside normal office working hours from time to time.

## Trinity Competencies

In Trinity there are 6 Core Competencies that are applicable to all roles across a range of professional, administrative and support jobs, unlike specialist or technical skills which may be job specific. They provide a common language for describing performance and the abilities/attributes displayed by individuals. They focus on 'how' tasks are achieved, not 'what' is achieved.

Below is a summary definition of the 6 Core Competencies.

	Competency	Summary Definition
1	<b>Agile Leader</b>	Sees the big picture and harnesses opportunities to achieve the University's goals. Creates clear direction for the future and how to get there.
2	<b>Unlocks Potential</b>	Energised, capable and confident to take ownership and responsibility for their development and goals. Motivates, supports and develops people to perform to the best of their ability.
3	<b>Service Ethos</b>	Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet & exceed expectations.
4	<b>Builds Trusted Relationships</b>	Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.
5	<b>Decision-making</b>	Confidently makes timely decisions based on knowledge, evidence and sound judgement.
6	<b>Achieves Results</b>	Delivers results by setting direction, planning, executing and evaluating impact.

## Application Information

In order to assist the selection process, applicants should submit a Curriculum Vitae and a Cover Letter (1x A4 page) that specifically address the following points in their application.

- Applicants must have demonstrated practical experience working in a scientific environment and handling chemicals, gases and hazardous materials and experience implementing Health and Safety requirements within a research or scientific environment. Applicants should clearly address this experience and how they obtained their knowledge in their application.
- An understanding of the operation of a Research laboratories and facilities associated with them is essential.
- Illustrate, through past example, their ability to work on their own initiative and resolve problems.

## Further Information

Informal enquiries about this post should be made to **Mr Cathal Mc Auley** email :- **[mcaulec@tcd.ie](mailto:mcaulec@tcd.ie)**