



Post Specification

Post Title:	Assistant Safety Officer (Radiation Protection), Part-time
Post Status:	Three Year Specific Purpose Contract; Part-time (50%) to cover career break – Working Pattern to be agreed at time of appointment
Department/Faculty:	Estates and Facilities
Reports to:	College Safety Officer
Location:	West Chapel 2, Main campus
Salary:	Appointment will be made on the Administrative 1 (to the bar) salary scale at a point in line with Government Pay Policy
Closing Date:	12 Noon on Friday 11 th July 2014

Post Summary

The Assistant Safety Officer (Radiation Protection) will be part of a small team of safety professionals in the College Safety Office that advises College and oversees the broader safety management programme. The Assistant Safety Officer (Radiation Protection) may be required to participate in all aspects of the Safety Office activities but will be required specifically to co-ordinate the training programmes organised or delivered by the Safety Office. Details of the current programme can be seen at <http://www.tcd.ie/Buildings/Safety/safetytraining.php>

The College undertakes a large number of research projects and teaching activities that involve the use of radioactive materials or radiation sources. Their use is governed by a license issued to the College by the Radiation Protection Institute of Ireland (RPII). The materials and sources range from small quantities of unsealed radioactive materials used in bench-top experiments through to designated High Activity Sealed Sources.

The College is committed to operating in accordance with this license and to global best practice in the custody, use and disposal of radioactive materials and sources in research. To this end the College has a management programme in place to assist users to comply with best practice and the requirements of its license. The Assistant Safety Officer (Radiation Protection) will be the designated Radiation Protection Officer for the College and will oversee the implementation of the College Safety Management Programme in radiation protection and will offer advice and assistance to users in the procurement, use, management and disposal of sources. The



Radiation Protection Officer will liaise with the RPII in all matters relating to legislative and licensing requirements.

Further Information

Informal enquiries about this post should be made to Tom Merriman by email at tom.merriman@tcd.ie

General Department Information is available on website <http://www.tcd.ie/Buildings/>

Key Responsibilities

- Giving advice and guidance on all radiological protection matters in College.
- Investigation of accidents / incidents / overexposures, and taking appropriate follow up action to prevent recurrences.
- Administrative work in relation to the University licence, ensuring schedules are up to date, advising the RPII of changes in personnel and sources, and seeking approvals for changes to the schedules to the licence on an ongoing basis.
- Administrative work in relation to the development, reviewing and updating of the local safety rules.
- Development of standard operating procedures and standard record keeping forms etc. to ensure that adequate permit to work systems are in operation and that uniform procedures are followed throughout College.
- Development and updating of a College Radiation Safety web site and inclusion of all relevant information and procedures regarding radiological protection in College.
- Liaising with the RPII regarding day to day radiological safety matters.
- Liaising with Departmental Radiological Protection Supervisors on a weekly / monthly basis.
- Inspections of College facilities, i.e. all laboratories and rooms where radioisotopes are used or stored and all areas where waste is stored and disposed of, both liquid and solid and to make recommendations for any actions required.
- Auditing of work practices in labs using radioactive sources, i.e. contamination surveys, record keeping, personal dosimetry, wearing of PPE, undertaking risk assessments, waste control etc. and subsequent advice and report writing.
- Advice on design of new facilities, and liaison with RPII re: approval of same.
- Advice on new research projects involving the use of radioisotopes and approval of same in conjunction with the College Radiological Safety Committee.
- Dealing with emergencies, in conjunction with departmental radiological protection supervisors.



- Monitoring of radioactive solid waste bags and arranging for removal of same through approved contractors on a regular basis.
- Attendance at College Radiological Safety Committee meetings and follow up on any issues arising from these meetings.
- Preparing formal minutes of the College Radiological Safety Committee and representing the Committee at other meetings.
- Advice and calculations re: disposal of liquid radioactive waste.
- Annual inventory of radioactive sources throughout College and ascertaining details of amount and types to be used in coming year, and subsequent reporting to the RPII.
- Organisation of annual University Radiological Protection training workshop.
- Advising departments of current legislation and best practice procedures and forwarding details of new or impending legislation and guidance to various relevant personnel with explanatory notes and guidance on compliance.
- Subsequent monitoring of compliance with various legislation and guidance.
- Organisation and facilitation of the purchase and importation of radioisotopes in to College.
- Organisation of appropriate documentation such as import licences, transport arrangements etc.
- Provision of annual HASS training to irradiator users and submission of annual HASS return to the RPII.
- Special responsibility for the co-ordination and management of the implementation of the College's Safety Health and Welfare Training Programme.
- Reviewing and compiling an annual Safety Health and Welfare Training Programme to ensure that the University's safety training needs are adequately addressed in particular those for which there is a legal requirement.
- Ensuring that all safety training courses are efficiently organised, advertised on time to the appropriate participants and facilitated by competent and effective training providers.
- Ensuring that adequate records are maintained of all persons who attend University safety training courses.
- Providing lectures and training presentations on various topics of safety throughout the year including acting as a manual handling instructor for the College.
- Acting as a support to the College Safety Officer on general safety compliance matters including undertaking safety inspections and audits of College departments / facilities.
- Carrying out risk assessments on various safety issues arising in the University College.
- Providing advice and guidance to College personnel on compliance with various regulatory compliance matters related to health and safety management and writing reports on compliance aspects with recommendations for improvements where necessary.
- Reviewing and assisting College departments with the development of safety statements where necessary.
- Being available to deputise and provide cover for the College Safety Officer and other members of the College Safety Office team in the event of absence during holiday leave etc.



- Carrying out inspections and audits across a broad range of health and safety issues
- Delivering induction, manual handling, display screen equipment and other training as required.

Person Specification

Qualifications (Essential)

- Degree or equivalent Level 7* (minimum) academic qualification in Engineering, Biology or Physical Science and a qualification or relevant experience in Occupational Health and Safety, or a Degree or equivalent Level 7 qualification in Occupational Health and Safety with an additional qualification or relevant experience in Radiation Protection.

Knowledge & Experience (Essential)

- At least three years relevant experience in an education setting or in the physical sciences or as a Health and Safety Professional in a comparably sized organisation.
- Proven experience of managing large scale projects.
- Knowledge of legislation and practices in Radiation Protection gained through practical experience.
- Experience of organising/delivering training courses.

Skills & Competencies

Candidates should be able to demonstrate the following competencies and skills through their previous experience:

- Proven knowledge of Legislation related to Safety, Health and Welfare at Work.
- Proven knowledge of the use of radioactive materials and generators and their application in the third level education sector. Excellent organisational skills, ability to prioritise tasks and meet deadlines with minimal supervision coupled with attention to detail.
- A customer focused, results driven approach to all areas of the job.
- Good record-keeping abilities.
- Evidence of a high level of IT competency, particularly MS Word, PowerPoint, Excel and a proven ability to learn new software programs: Analytical Skills and Numerical Aptitude.
- Ability to handle multiple tasks simultaneously and meet deadlines.
- Flexible approach - ability to work as part of a flexible team in a busy work environment and the flexibility to respond well to unexpected situations and tasks as they arise. .
- Strong negotiation skills.
- Excellent interpersonal, networking and communication skills, both written & oral together with effective report writing and presentation skills.
- Strong Interpersonal skills with ability to build strong working relationships. Possesses a cultural awareness and sensitivity in interacting with people from different cultures.



- Ability to interface effectively both within the Department/Area and across the wider College community.

Application Information

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

1. Candidates must have at least 3 years relevant experience in an education setting; in physical sciences or as a Health and Safety professional. Applicants should, in their application, clearly address this experience and how they consider this experience is relevant to the job described.
2. An understanding of practices in Radiation Protection gained through practical experience is essential. The applicant should give examples of this practical experience and what the applicant learned from this experience.
3. Illustrate, through past example, their ability to work on their own initiative and resolve problems.

TO NOTE:

- **Please note:** Candidates who do not address the application requirements above in their cover letter will not be considered at the short list stage.
- Candidates should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

Trinity College Dublin

Founded in 1592, Trinity is at the nexus of tradition and innovation, offering undergraduate and postgraduate programmes across 24 schools and three faculties: arts, humanities, and social sciences; engineering, maths and science; and health sciences. Spread across 47 acres in Dublin's city centre, Trinity's 17,000-strong student body comes from all 32 counties of Ireland, and 16% of students come from outside the country. Of those, 40% are from outside the European Union, making Trinity's campus cosmopolitan and bustling, with a focus on diversity.

As Ireland's leading university, the pursuit of academic excellence through research and scholarship is at the heart of the Trinity education. Trinity is known for intellectual rigour, excellence, interdisciplinarity, and research-led teaching. Home to Nobel prize-winners such as scientist Ernest Walton and writer Samuel Beckett, Trinity draws visitors from across the world to its historic campus each year, including to the Book of Kells and Science Gallery which capture the university's connection to both old and new.

Trinity accounts for one-fifth of all spin-out companies from Irish higher education institutions, helping to turn Ireland into an innovation-intensive, high-productivity economy. That culture of innovation and entrepreneurship is a defining characteristic of our campus as we help shape the next generation of job creators.

Trinity has developed significant strength in a broad range of research areas, including the 19 broadly based multi-disciplinary thematic research areas.



Ireland's first purpose-built nanoscience research institute, CRANN, houses 150 scientists, technicians and graduate students in specialised laboratory facilities. Meanwhile, the state-of-the-art Biomedical Sciences Institute is carrying out breakthrough research in areas such as immunology, cancer and medical devices.

The Old Library, which houses the Long Room, in Trinity is the largest research library in Ireland, with a collection of six million printed items, 500,000 maps, 80,000 electronic journals, and 350,000 electronic books. Some of the world's most famous scholars are graduates of Trinity, including writer Jonathan Swift, dramatist Oscar Wilde, philosopher George Berkeley, and political philosopher, and political theorist Edmund Burke. Three Trinity graduates have become Presidents of Ireland - Douglas Hyde, Mary Robinson and Mary McAleese.

Trinity is the highest ranked university in Ireland, and among the world's leading higher education institutions.

The Selection Process in Trinity

- The Selection Committee (Interview Panel) will include members of the Administrative and Academic community together with an External Assessor who is an expert in the area.
- Applications will be acknowledged by email. If you do not have confirmation of receipt within 1 day of submitting your application online, please get in touch with us immediately and prior to the closing date/time.



- Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the College regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist.
- Outcomes of interviews are notified in writing to candidates and are issued **no later than 5 working days** following the selection day.
- In some instances the Selection Committee **may** avail of telephone or video conferencing.
- The College's selection methods may consist of any or all of the following:
 - Interviews
 - Presentations
 - Psychometric Testing
 - References
 - Situational Exercises
- It is the policy of the College to conduct pre-employment medical screening/full pre-employment medicals.
- Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Equal Opportunities Policy

Trinity College Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.



Application Procedure

Candidates should submit a cover letter that specifically address the application procedure detailed above together with a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible [by e-Recruitment](#)):

APPLICATIONS WILL ONLY BE ACCEPTED BY [E-RECRUITMENT](#)

If you have any query regarding this, please contact:

Eimear Leonard, Recruitment Executive, Human Resources, House No. 4, Trinity College
Dublin

Tel: +353 1 896 1118

Email: eleonar@tcd.ie



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