



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Notice to all current University of Galway Staff (with three months continuous service)

Post Title & Subject Area:	Technical Officer - Simulation
Unit:	School of Medicine
Post Duration:	Permanent
FTE:	1 FTE
Grade:	Technical Officer
Reports to:	Prof Paul O'Connor
Comp Ref:	010981



1. Job Advertisement

Applications are invited for an appointment as **Technical Officer - Simulation, 1.0 FTE, in The School of Medicine at University of Galway.**

Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2020-2025 - University of Galway](#)

For informal enquiries, please contact Prof Paul O'Connor, Email: paul.oconnor@universityofgalway.ie

Salary: €46,118 - €60,295 (Pro Rata) (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the [University's Remuneration policy](#).

This appointment will be made on the Technical Officer payscale in line with current Government pay policy.

Closing date for receipt of applications is 17:00 (Irish Time) on 28th March 2025. 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.dbei.ie

For more information and Application Form please see [Jobs - University of Galway](#). Applications should be submitted online. Please see further information on how to apply here: [E-Recruit - University of Galway](#) and [Guidelines for On-line Applications \(universityofgalway.ie\)](#)

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.

University of Galway is an equal opportunities employer.

2. Role Relationships

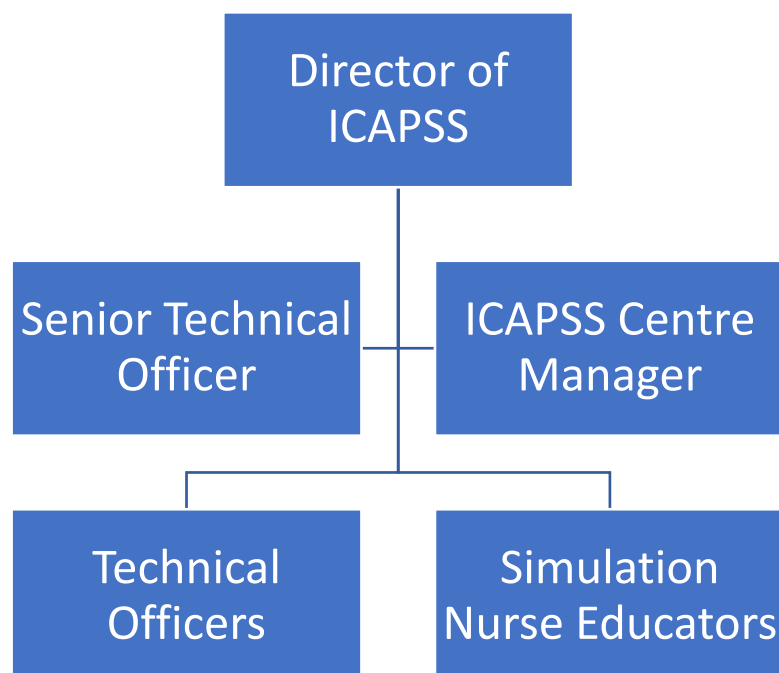
Reporting directly to the Director of ICAPSS (Simulation Centre) the post holder will have specific daily contact with.

- ICAPSS Centre Manager
- Senior Technical Officer
- Technical Officers in ICAPSS Team
- Simulation Nurse Educators in ICAPSS Team
- Staff of School of Medicine
- Staff in Medical Academies
- Staff in HSE/SAOLTA Healthcare Group

The post holder has general contact with:

- Undergraduate Programme Board
- Health and Safety Office
- Various Committees
- External Suppliers/Vendors
- Simulated participants

Organisation chart to illustrate position of job holder:



3. Main Purpose of Job

The main purpose of the post of **Technical Officer** is to provide technical support to simulation activities at the School of Medicine to support the delivery of quality simulation based education programmes to students and staff. Using simulation standards and established best practice, the technical officer in simulation will support the running of the simulation facility, the collation and maintenance of the inventory as well as the care of the manikins and other equipment used in the simulation program. Occasional evening or weekend shifts may be required.

4. Main Duties and Responsibilities

- Assisting with the planning and organisation of the day-to-day operations of the simulation facility and programmes, to ensure the smooth running and optimal usage of resources, space and equipment.
- Supporting the ongoing implementation and renewal of the School's Simulation strategy. Providing technical support to colleagues and other stakeholders in respect of simulation services.
- Developing, testing and delivering new simulation services.
- Developing simulation practice, policies and procedures.
- Maintaining current knowledge of simulation/lab equipment catalogues and operation manuals.
- Operating simulators for the duration of simulations.
- Setting up and taking down simulation laboratory equipment which may involve rapid turnover of simulation lab set up.
- Maintaining and repairing all simulation equipment.
- Providing technical support for task trainers.
- Providing recommendations on equipment, supplies and materials.
- Maintaining simulation activities and learner confidentiality.
- Soliciting and acting on feedback to ensure excellent user experience.
- Performing other job-related duties as required.

5. Requirements for the role:

The successful candidate will demonstrate the eligibility requirements below in terms of qualification, skills and experience:

Essential Criteria

- A relevant honours degree or equivalent in a related area.
- Experience in healthcare simulation including use of simulation equipment.
- Strong interpersonal and communication skills (written and oral) to interact with and work effectively with other faculty, staff, students, and vendors in a positive, helpful and cooperative working relationship.
- Organisational and time management skills to keep materials in order, track various projects, maintain files, and follow through assignments to completion.
- Ability to maintain confidentiality of information.
- Ability to quickly learn new technology

The above criteria will be utilised to shortlist and select candidates for interview.

Application

A. Existing University of Galway employees

If you are an existing University of Galway employee, please use the University of Galway Core Portal to apply for this post. The following is a link to the Core Portal <http://ess.universityofgalway.ie>. Core Portal user guides can be found at <https://www.universityofgalway.ie/human-resources/employeeselfservice/>. 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 cannot be extended for user error.

Unfortunately, late applications cannot be accepted.

Agency staff who have three months continuous service with the University can apply for internal vacancies. Further information on CORE portal can be found here [CorePortal User Guide - University of Galway](#).

Employment permit restrictions apply for this category of post.

The completed application document must be submitted online to reach the Human Resources Office no later than **5pm on the 28th of March 2025**.

B. 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@universityofgalway.ie or telephone 091-492151.

C. 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 are ineligible to apply for this position.

D. 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.

E. 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.

F. 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.

Please refer to Revenue circular (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 University of Galway.

G. 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.

H. 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.

I. Annual Leave

For those existing employees who at any time in the future lose annual leave days on promotion then the standard compensation formula of time off calculated at 1.5 times the annual loss will apply on a once-off basis at the time of promotion.

J. 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. Please see list of ineligible categories for work permits at <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility//>

K. Hybrid Working

The University is committed to embracing opportunities for hybrid working, to build a more dynamic, agile and responsive University, while sustaining strong standards of teaching, learning, research and high levels of productivity. The University will continue to be the primary workplace for all staff, however individual hybrid arrangement requests can be reviewed with the Line Manager in conjunction with the University [Hybrid Working Policy](#).

Assessment Procedure

A. Board of Assessors

Applications will be considered by a Board of Assessors, who will shortlist and interview candidates. 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. Interview Dates

Candidates will be advised of arrangements in due course. We endeavour to give as much prior 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. Referees

Referees listed on the application form of the successful candidate will be contacted following interview, with the exception of academic posts.

D. 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 confidential 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 candidate's 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.

Human Resources Office.