



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

**Senior Technical Officer in Mass Spectrometry,
Research Institutes Technology Services Directorate,
1FTE, Permanent**

Ref #: 011012





Unit	Research Institutes Technology Services Directorate
Post Title & Subject Area	Senior Technical Officer in Mass Spectrometry
Post Duration	Permanent
Level	Senior Technical Officer
Reports to	Chief Technical Officer, Technology Services Directorate



JOB ADVERTISEMENT

Applications are invited for an appointment as Senior Technical Officer in Mass Spectrometry, Permanent, 1 FTE at University of Galway. Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2020-2025 - University of Galway](#)

Information on the College of Science and Engineering's Strategic Plan is available at: [Strategic Plan - University of Galway](#)

Information on the College of Medicine, Nursing and Health Sciences's Strategic Plan is available at: [Strategic-Plan-22-25.pdf](#)

For informal enquiries, please contact Dr. Peter Owens peter.owens@universityofgalway.ie or Dr. Ann Ryan, ann.ryan@universityofgalway.ie .

Salary:

€60,243 – €72,434 (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the University's Remuneration policy.

<https://www.universityofgalway.ie/media/financialaccounting/financialaccountingoffice/QA321-Remuneration-and-Payroll.pdf>

(This appointment will be made on the Senior Technical Officer scale in line with current Government pay policy)

Closing date for receipt of applications is 17:00 (Irish Time) on 24th April 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.

For more information and Application Form please see website:

[Jobs - University of Galway](#) **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.

University of Galway is an equal opportunities employer.

- **Role Relationships**

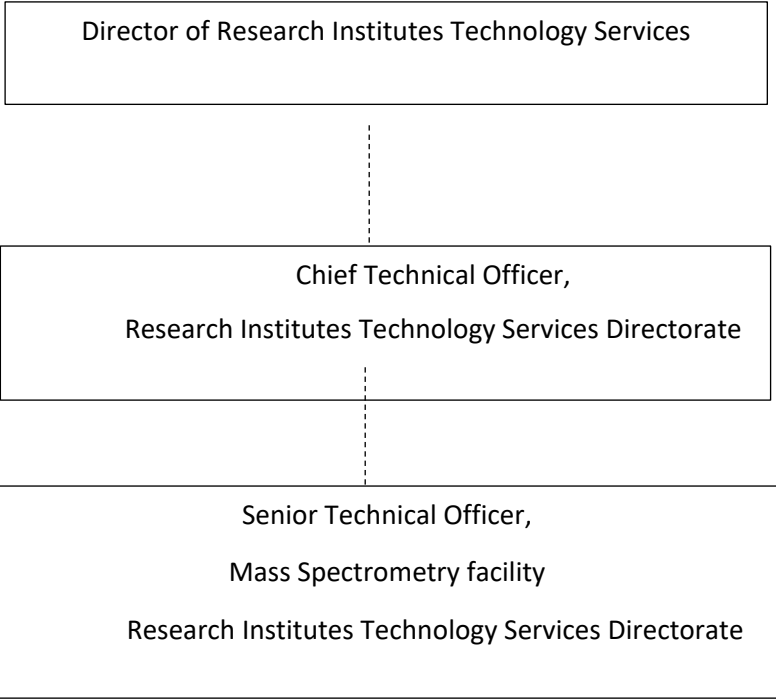
Reporting directly to the Chief Technical Officer, Research Institutes Technology Services Directorate, the post holder will have specific daily contact with:

- Director of Research Institutes Technology Services
- Chief Technical Officer, Research Institutes Technology Services Directorate
- Technology Services Directorate core facility STO team and other Research Institute staff.
- Other technical staff supporting mass spectrometry at University of Galway
- Mass Spectrometry facility users, including internal users, from across the University, as well as external users. Internal users will be Postgraduates, Postdoctoral and Academic staff. External users can be researchers from other HEIs or External Industry partners.
- Academic, research, technical, and professional services staff, and students, in the College of Science and Engineering and College of Medicine, Nursing and Health Sciences, including members of the Institute for Health Discovery and Innovation and the Institute for Clinical Trials
- College Procurement Officers
- External Vendors and service providers that support operational aspects of the facility.

The post holder has general contact with:

- Suppliers, Contractors and Visitors.
- Other stakeholders as required, and as directed by the Chief Technical Officer.
- Staff of the Research Accounts Office, Procurement, IT services, Health and Safety Office and other central units, as required.

Organisation chart to illustrate position of job holder:



- **Main Purpose of Job**

As part of the establishment of the new research institutes for Health Discovery and Innovation and for Clinical Trials, University of Galway established a Research Institutes Technology Services Directorate to underpin research activity in these institutes. At present the Directorate encompasses the Light Microscopy core facility; the Flow cytometry core facility, the Genomics and High Throughput screening core facility, and the Medical device prototyping core facility. Mass Spectrometry is being brought into the scope of the Directorate, as part of phase 2 of its set-up. Core Facilities within the Technology Services Directorate are fundamental in the support of a successful and excellent academic research ecosystem in University of Galway.

The main purpose of the STO Mass Spectrometry role is to provide technical support and expertise in mass spectrometry techniques and to develop the core facility for mass spectrometry under the Technology Services Directorate organisation.

The Senior Technical Officer for the Mass Spectrometry facility will:

- Provide Technical, Research and Operational support to the Mass Spectrometry facility in the Research Institutes Technology Services Directorate.
- Provide professional technical expertise in the area of Mass Spectrometry and related technologies and techniques.
- Develop best practices for the operations of the Mass Spectrometry core facility.
- Lead the Integration of the Mass Spectrometry facility into the Research Institutes Technology Services Directorate.

Main Duties and Responsibilities

- Responsible for the technical management of Mass Spectrometry infrastructure including Equipment Operation, Equipment and software maintenance, User Training, Technical Support, budget management and administrative support.
- Provide technical support and develop high level expertise in mass spectrometry and related chromatography methodology for the University of Galway research community and external partners.
- Support the development of standardised operating procedures, providing technical expertise to develop workflows and operational processes for the Directorate.
- Support periodic reporting of platform appropriate KPI metrics to track platform usage and operating metrics.
- Support the development and implementation of a centralised equipment database.
- Ensure adherence to the QA and QC operational excellence standards of the Technology Services Directorate.

- Liaise effectively with other technical staff supporting mass spectrometry at the University of Galway.
- Liaise with vendors and service contractors as required, working within, and supporting, regulatory compliant procurement processes.
- Implement initiatives linked to Green Lab certification.
- Support business continuity review activities and subsequent implementation of actions to mitigate identified risks.
- Develop, implement and manage an access charge operating model for users of the facility.
- Manage security requests for laboratory and booking system access control.
- Attend and feedback on relevant meetings as required.
- Being a workday and out-of-hours point of contact for monitored alarms, and lab-related emergencies.
- Manage laboratory practices to ensure high work practice standards and housekeeping exist, including regulatory compliant Health and Safety practices.
- Engage in continuous professional development including staying abreast of emerging technologies in the Mass spectrometry domain.
- Engage in outreach and communication activities e.g. input to website content development, marketing/communication of the capabilities of the facility to users.
- Provide expertise, support and cover for other core facilities of / affiliated to the Technology Services Directorate as required, noting that location of these core facilities is dispersed across several buildings on campus.
- Contribute to the preparation of grant proposals to secure funding for new mass spectrometry-related equipment.
- Typical activities for the Mass Spectrometry core facility technical staff can include:
 - Operation, maintenance and troubleshooting of multiple mass spectrometer platforms including small molecule quantitation and high resolution mass spectrometry, supporting access to the core facility instrumentation, actively contributing to the research mission of the University.
 - Daily instrument checks to ensure instrument capability and accuracy.
 - Preparing samples, analysing data and use of mass spectrometry databases.
 - Support researchers in development of methods and data analyses in mass spectrometry of small molecules and biomolecules (e.g. quantitation, metabolomics, proteomics, lipidomics and glycomics).
 - Maintaining the core facility IT hardware and software.
 - Training a wide user base from the research community in appropriate and responsible usage of the system. Tracking usage of the facility equipment.
 - Managing user time via the facility online booking system.

- Maintaining an inventory of laboratory solvents and consumables and ensuring appropriate waste management.
- Tracking consumable use, charges for facility access and managing internal funds transfers.
- Writing of SOPs and risk assessments for each core facility instrument and keeping them up to date in the Directorate centralised database.
- Generating and facilitation of collaborations with internal, external and industry users.
- Technical expert in the operation of the facility instrumentation – advice and evaluation of project proposals.
- Scheduling of periodic maintenance and calibration services by relevant supplier.
- Any other duties as assigned by the CTO and / or the Research Institutes Technology Services Director.

- **Requirements for the role:**

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

Essential Criteria

- Masters degree (or higher) in a Chemical, Physical or Biological Science and an interest in research methodology and instrumentation.
- Demonstrated experience of Mass Spectrometry and linked chromatography techniques e.g. LC-MS.
- Demonstrated experience in troubleshooting mass spectrometry and linked chromatography instrumentation and assays/workflows.
- Demonstrated experience in the analysis of mass spectrometry data.
- Demonstrated IT skills and ability to adapt to learn new software tools i.e. programs associated with advanced mass spectrometry and linked chromatography instrumentation in particular.
- Excellent interpersonal and communication skills (written and oral) to facilitate a collaborative approach and comfortable working with users across a multiple domains internally and external academic and industry users.
- Ability to work in an end user service environment that is distributed across a number of locations on the university campus.
- Experience with respect to health and safety and competent in the management and documentation of laboratory safety systems, including preparation of risk assessments and standard operating procedures.
- Self-starter: Ability to work on own initiative but also to work as an active and efficient team member when required. Flexible and Adaptable. A willingness to work occasionally out of hours if required.
- Ability to work independently and efficiently, with a positive, 'can do' attitude.
- Excellent 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 commercially sensitive data.

- Willingness to take ownership of, and responsibility for, a wide range and diversity of assigned roles.

Desirable Criteria

- A PhD gained on a project with a significant amount of mass spectrometry and/or substantial post-doctoral experience in mass spectrometry.
- Substantial experience in the application of Mass Spectrometry to one or more of the following: Small Molecule Quantitation, Metabolomics, Proteomics.
- Experience working in and managing advanced instrumentation of a core facility, ideally a mass spectrometry facility.
- Experience of Flow cytometry and/or Advanced Microscopy.
- Experience with Higher education sector procurement processes.
- Experience with teaching laboratory skills/techniques and data analysis to students and researchers

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 Workers who meet the eligibility criteria for support posts should contact recruit@universityofgalway.ie for access.

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 **17.00pm on 24th April 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//>

1. 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 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.

Human Resources Office