



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Post Title & Subject Area:	College Technical Superintendent
Unit:	College of Science and Engineering
Post Duration:	Permanent
FTE:	1 FTE
Grade:	Administrative Officer (AO)
Reports to:	Director of Strategic Development, College of Science and Engineering, with the exception of Health and Safety where the reporting line is to the Executive Dean
Comp Ref:	011038



1. Job Advertisement

Applications are invited for an appointment as College Technical Superintendent, College of Science and Engineering, AO grade, full-time permanent role at University of Galway.

Additional information on the College of Science and Engineering is available at: [College of Science and Engineering - University of Galway](#)

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

For informal enquiries, please contact Dr Ann Ryan, Director of Strategic Development, College of Science and Engineering (ann.ryan@universityofgalway.ie) or Professor Walter Gear, Executive Dean, College of Science and Engineering (walter.gear@universityofgalway.ie).

Salary: €83,555 - €106,585 (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the [QA321 University's Remuneration & Payroll Policy](#).

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

Closing date for receipt of applications is 17:00 (Irish Time) on Monday, 05th May 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

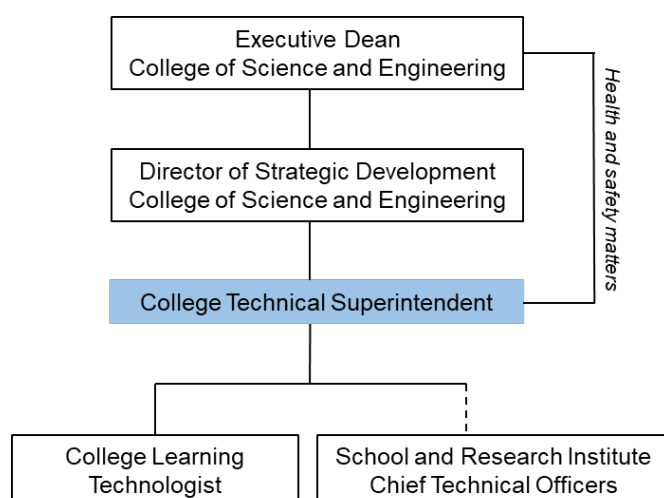
Reporting directly to the College Director of Strategic Development, and directly to the Executive Dean on matters related to health and safety, the post holder will have specific daily contact with:

- Director of Strategic Development, College of Science and Engineering
- Executive Dean, College of Science and Engineering
- Heads of School, College of Science and Engineering
- Directors of Research Institutes, College of Science and Engineering
- Chief Technical Officers, Schools and Research Institutes, College of Science and Engineering
- Technical Officer staff in the College of Science and Engineering
- Chief Operating Officer
- Director, Buildings and Estates, and staff of the Buildings and Estates Office
- Health and Safety Officer and staff of the Health and Safety Office
- University Risk Officer
- Director of Compliance
- College HR Business Partner
- College Learning Technologist
- Professional Services Staff in the College Office

The post holder has general contact with:

- College Professional Services Staff
- University Professional Services Staff
- Research Staff, College of Science and Engineering
- Staff of the Centre of Excellence for Learning and Teaching (CELT)

Organisation chart to illustrate position of job holder:



3. Main Purpose of Job

Driven by our sense of purpose and place, the College of Science and Engineering aims to apply its distinctive expertise to position University of Galway to the forefront of education, research and innovation across science and engineering, thereby contributing to wider regional development, excellence in research and teaching, and providing science and engineering graduates in areas of strategic relevance to Ireland and the world. Our highest strategic priority for major capital investment over the coming years is addressing our science infrastructural requirements, to enable us to grow and deliver excellent research and teaching. This is in addition to our commitment to progress other capital projects to refurbish, optimise and expand existing buildings in a manner that integrates flexibility and sustainability into building design and management.

In delivering our research and teaching, we strive to foster an inclusive and safe working and learning experience for all of our students and staff, as well as an environment where our staff and students are valued and enabled to do their best.

Reporting to the Director of Strategic Development, with the exception of health and safety, where the reporting line is to the Executive Dean, the College Technical Superintendent is responsible for ensuring the College operates to the most effective and efficient technical, environmental, and health and safety standards. The post-holder takes a lead advisory role in ensuring the safe operation of both teaching and research facilities within the College, including arranging and leading safety inspections, and advising the Executive Dean and members of the College Executive, on safety policy and its implementation within the College.

A key function of the role is to represent the College Technical Officer team at a senior level within the College, both on the College Executive and as a member of the College Management Team. The post-holder is responsible for providing advice on the planning, training and the professional development of technical staff in the College. The Chief Technical Officers in Schools and Institutes in the College have a dotted reporting line to the Technical Superintendent, and the Technical Superintendent is responsible for working closely with Heads of School, Directors of Research Institutes and technical staff to foster coherency and sharing of best practice, as well as to development opportunities for continued professional development of technical staff.

The College Technical Superintendent is responsible for coordinating College input into strategic capital and infrastructural projects and works closely with the staff of the Buildings and Estates Office on matters related to the management, use, and development of space within the College.

4. Main Duties and Responsibilities

Management, planning and technical leadership:

- Coordinate College input into strategic capital and infrastructural projects
- Project manage the College's input into the Science Infrastructure Project and other identified strategic capital projects
- Provide leadership to the technical staff within the college, inspiring the technical officer team to perform to their potential
- Represent the technical officer team at College Executive and on the College Management Team
- In collaboration with the Executive Dean, Heads of School and Directors of Research Institutes, advise on the management of all technical resources and facilities
- Advise Heads of School and Directors of Research Institutes on resource planning requirements related to technical officer staff
- Oversee the coordination of maintaining an active equipment register for the College
- Coordinate the College input into research and teaching infrastructure and equipment needs and prioritisation initiatives and funding opportunities for teaching and research equipment
- Champion continuous technical improvements, setting standards and engendering flexibility within the technical officer team
- Liaise with the Buildings and Estates team regarding the management, maintenance and upgrade requirements of buildings and space within the College footprint
- Advise Heads of Schools and Directors of Research Institutes on the optimal use of space and allocation of space within their respective footprints
- Liaise with the Information Systems Support regarding IT and AV system requirements within the College
- Drive business continuity planning in the College

Health and Safety:

- Champion the importance of Health and Safety amongst all staff and students
- Oversee the likelihood and potential impact of risks and advise Schools and Research Institutes on putting appropriate control assurance systems in place
- Oversee follow up action and amelioration plans with regard to identified hazards and risks
- Act as college liaison with the University Health and Safety team in the Chief operating officers office
- Direct the implementation and adoption of systems and best practice in support of health and safety compliance and health and safety guidelines

Interpersonal Skills:

- Manage critical relationships within the technical officer team, across boundaries within the School/Unit/College and colleagues across the University to build mutual understanding and create positive changes
- Act as a coach and role model for technical officer staff
- Line manage the College Learning Technologist

Innovation/Flexibility/Adaptability

- Initiate and drive technical innovations across the technical officer team, collaborating with other colleagues, as appropriate.
- Lead and deliver on new approaches across the technical team to meet organisational needs

As the University and College continue to expand and evolve, flexibility in regard to the allocation of specific duties will be necessary. Accordingly, the list of duties specified above is not intended to be exclusive or restrictive and may be amended by the Executive Dean and Director of Strategic Development. The appointee to this post must be willing to work flexible hours and to travel if required.

5. Requirements for the role:

Applicants for the position should be a graduate with excellent interpersonal, communications and IT skills. They should have experience in a relevant senior technical and administrative role and have a proven track record of leadership and systems and process improvement.

The successful candidate will demonstrate the Eligibility requirements below:

Essential Requirements

- Master's degree or Level 8 Degree in relevant area with 5 years relevant experience.
- Excellent leadership and demonstrated people management skills
- Excellent organisation, communication and interpersonal skills
- Flexible approach to work, and wiliness to assist with change in an evolving organisation
- Strong proven, demonstrable, record of appropriate technical competence and "hands – on" experience in a University, or similar, environment
- Excellent knowledge of health and safety legislation and its application as it pertains to laboratory work
- Excellent ability to work with academic staff, researchers and students all levels
- Logical, problem solving approach
- Proven project management skills demonstrated through successful completion of previous projects
- Ability to prioritise, work to tight deadlines, delegate work and take responsibility for deliverables
- Excellent IT Skills

Desirable Requirements

- Safety Training and First Aid Training

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 **17.00pm on Monday, 05th May 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. Compulsory retirement age will be 70.

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.

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//>

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.