



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Unit	Bio-Resources Unit in the University of Galway
Post Title & Subject Area	Technical Officer Post, BRU, 1 FTE, Permanent
Post Duration	Permanent
Level	Technical Officer
Reports to	Director of the BRU: Dr Yolanda Garcia
Ref:	011264

1. Job Advertisement

Applications are invited for an appointment as Technical Officer Post, BRU, 1 FTE, Permanent at University of Galway.

Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2025-30 - University of Galway](#)

For informal enquiries, please contact Yolanda Garcia, yolanda.garcia@universityofgalway.ie

Salary: €46,579 to €60,898 per annum pro rata for part time/short term roles (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 Technical Officer payscale in line with current Government pay policy. Please note Direct entry scale may apply for this level of post.

Closing date for receipt of applications is **17:00 (Irish Time) on 11th September 2025**. **It will not be possible to consider applications received after the closing date. Unfortunately, late applications cannot be accepted.**

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

Role Relationships

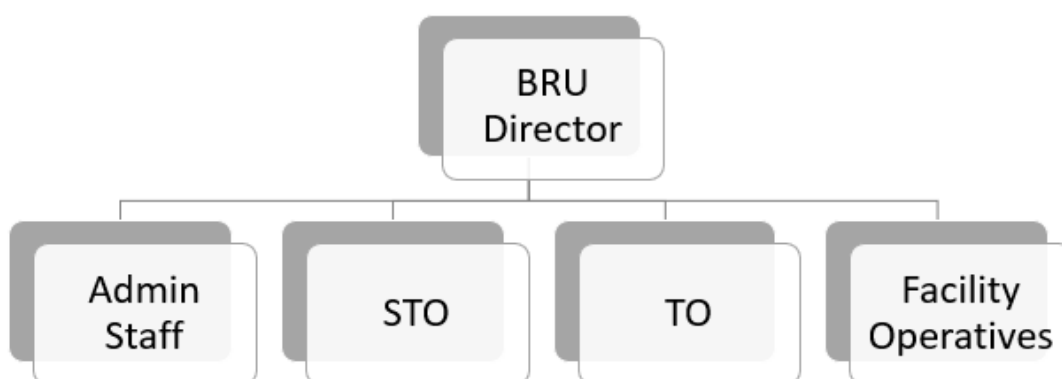
Reporting directly to the Director of the BRU, the post holder will have specific daily contact with.

- Technical Staff (STO, TOs)
- Facility Operatives
- Designated Veterinarian
- Facility management

The post holder has general contact with:

- Principal Investigators and Project Managers of research projects
- General users of the BRU in University of Galway (Research Staff)
- AWB (Animal Welfare Body) Members
- Equipment Servicing and Maintenance Providers
- BRU Commercial/Private, Academic Suppliers
- University of Galway Offices of: Buildings, Health and Safety, Human Resources, IT

Organisation chart to illustrate position of job holder:



2. Main Purpose of Job

The Technical Officer (TO) in the BRU reports to the BRU Director. The TO is responsible for providing technical services for the operation of the BRU facility to enable the unit to function effectively, whilst adhering to correct procedures and health and safety guidelines. Therefore, the TO will implement the systems and processes approved by the BRU Director, by the HPRA (in the

Site Master File as part of the Establishment Authorisation documentation) and those specified in the Unit Safety Statement while keeping informed of any amendments or up-dates that happen over time.

More specifically, the purpose of the position of TO in the BRU is to perform animal husbandry and maintenance tasks; to maintain equipment and replenish consumables stocks; to clean and disinfect the premises according to best practice and standard operating procedures; to maintain and update servicing records; to participate in and facilitate communications between management, service providers and technical/support staff on the ground; to provide support to users and to report and document activities/ findings using the appropriate channels as approved in the Site Master File and by the BRU Director; to provide technical support and maintenance records of equipment; to participate in training events as required; to participate in monitoring of animal welfare; health monitoring and breeding programmes; to implement and participate in the unit's culture of care endeavours and to maintain biosecurity specific to the health status of the animals housed in the BRU premises in collaboration with the Designated Veterinarian.

3. Main Duties and Responsibilities

- Performing and monitoring the following husbandry activities /tasks:
 - Day to day care and welfare checks, husbandry and health monitoring of animals in the BRU, providing food and water according to requirements.
 - Cleaning cages, pens, trays, equipment and fittings.
 - Reporting any breach in health or expected procedural severity to the Designated Veterinarian (DV) and ACWO (Animal Care and Welfare Officer).
 - Participate and support lab animal health screening programmes and breeding programs in accordance to the DV guidance.
 - Disposing of waste according to approved protocols and to specific hazards
 - Obtaining, measuring, collecting and recording samples/ data as required.
 - Treatment administration as indicated by the Designated Veterinarian.
 - Contributing to and participating in experimental/animal welfare activities when required.
 - Be willing and able to work outside standard working hours (e.g. accepting deliveries, receiving/shipping animals) when necessary.
 - Performing /facilitating animal identification and marking.
 - Performing disinfection protocols as and when required.
 - Be familiar with each project's husbandry and welfare monitoring details.
 - Assist regular stock taking.
- Updating and maintaining animal records and documents related to the running of the BRU.
- Maintaining standard laboratory equipment, sterilizing equipment, preparing laboratory samples and assisting researchers in their procedures.
- Providing information and participate in the monthly meetings if required and legal remit of the AWB.
- Maintaining up to date equipment servicing, stock inventory and purchasing records.
- Provide feedback in project progress evaluation, revision and monitoring of research programmes when requested.
- Adhere to and implement the University of Galway and BRU specific Health and Safety Policies.
- Use specific management software as required.
- Participate in the continuous professional development (CPD) organized internally or externally relevant to the responsibilities undertaken in the premises.

- Performing any other duties that may be assigned by the Director of the BRU.
- **Note: The job requires out of hours and/or weekend duties.**

4. Requirements for the role:

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

Essential Criteria

For Technical Officer level, the post holder should:

- *Have completed a relevant honours degree (Veterinary Medicine, Veterinary Nursing, Biology, Zoology and related).*
- *Have completed the Last Ireland course (core modules) or equivalent accredited training; or otherwise be able to complete it within the first 3 months of appointment.*
- *Have worked with animals in an animal facility or in an academic environment for a minimum period of 1 year.*
- *Be able and willing to perform all tasks associated with the husbandry and the maintenance of an animal unit.*
- *Be familiar with current legislation and the ethical principles of using animals for scientific purposes.*

Desirable Criteria

- *Have completed IAT Level 3 Laboratory Animal Sciences and Technology Diploma or equivalent in the areas of laboratory animal care and husbandry.*
- *It is desirable that the TO has previous experience with the use and maintenance of lab animal equipment and the maintenance of biosafety barriers.*
- *Have experience/ have worked in a scientific/research environment performing experimental procedures, killing or using general anaesthesia would be an advantage.*
- *Have experience in *in-vivo* imaging is a valuable asset that would be considered positively.*

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 with three months' continuous service at the closing date of the advertised post 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 14 August 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, with interviews expected to take place online on 1 September 2025. 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.