Post Specification

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Technical Officer (Biological Sample Processing and Biobanking)</th>
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<tbody>
<tr>
<td>Post Status:</td>
<td>1-year contract, Full-time</td>
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<tr>
<td>Department/Faculty:</td>
<td>Institute of Molecular Medicine (IMM), School of Medicine</td>
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<tr>
<td>Reports to:</td>
<td>Director of Trinity Biobank</td>
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<tr>
<td>Location:</td>
<td>St. James’s Hospital, Dublin 8</td>
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<tr>
<td>Salary:</td>
<td>Appointment will be made on the Technical Officer Salary Scale at a point in line with current Government pay policy</td>
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<td>Closing Date:</td>
<td>12 Noon Wednesday 11th June 2014</td>
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The successful candidate will work under the supervision of and will report directly to the Director of Trinity Biobank. S/he will facilitate the maintenance and expansion of The Irish Longitudinal Study on Ageing (TILDA) Biobank in the Institute of Molecular Medicine. This facility is a core resource of biological samples for TILDA researchers and institutional scientists, as well as external academics and scientists.

The appointee will be responsible for the receipt, processing, tracking, long- and short- term storage and retrieval of biological samples collected as part of the TILDA study.

The successful candidate will have a biological science degree and experience in the area of biobanking – processing, tracking and storing large numbers of biological samples from study participants. Experience at Masters or Postdoctoral level would be advantageous. Some technical training will be provided to the successful candidate.

Principal Duties

Principle duties of the position are as follows (but are not limited to):

- Receive, process, aliquot, track, and long- and short- term storage of blood samples collected from participants during Wave 3 of the TILDA study.

- Facilitating the transfer of processed plasma samples to adjacent facilities for biochemical analysis during Wave 3 of the TILDA study.

- Under supervision from the Laboratory Manager, maintain the operation of the Sample Information Tracking System (SITS) on a daily basis.

- Retrieval of biological samples biobanked from Wave 1 and Wave 3 of the TILDA study, and updating of the SITS, under instruction from the Director of Trinity Biobank.

- Transport of replicate collections on a weekly basis to TBSI freezers (Pearse Street).
Maintain the operation of the TILDA Biobank and its equipment on a daily basis.

Monitor and maintain a consistent stock of consumables for the TILDA Biobank.

Perform routine maintenance on equipment and liaise with the Biobank Director regarding repairs, maintenance etc.

Be highly proficient in the use of Windows operating systems and MS Office.

Reporting directly to the Director of Trinity Biobank (Dr Joseph McPartlin).

Occasional reporting to the TILDA Biobank Research Lead.

PERSON SPECIFICATION:
Qualifications, Knowledge and Experience (Essential & Desirable)

- Qualifications for Existing Staff (before 1 January 2007), candidates will have National Certificate on entry. Arising from a sectoral agreement, new entrants must hold an Honours degree in a relevant area i.e. in this instance, biological science. See page 4 of the link below for further information: http://www.tcd.ie/hr/assets/pdf/procedure50-tech-staff.pdf
- Experience in the area of biobanking – processing, tracking and storing large numbers of biological samples from study participants.
- Experience in the use of laboratory equipment - Some technical training will be provided to the successful candidate.

Skills & Competencies
Candidates should be in a position to demonstrate the following skills through their previous experience:

- **Laboratory Practice and Safety Procedures**: Understanding and experience of good laboratory practice and safety procedures with respect to handling human blood samples.
- **Exceptional Organisational Skills**: Keep workspace functional; have information at fingertips; information is in well organised files; keep track of multiple projects.
- **Oral communication**: A convincing and confident manner when speaking to others; come across as welcoming and approachable.
- **Written communication**: Documents free of grammatical and punctuation errors; clear concise and error-free writing, emails and memos clear and to the point.
- **Flexibility**: Can operate flexibly within a busy work environment; can shift focus when required; assist beyond normal work hours when a need arises.
- **Team Worker**: Ability to work independently, and as a member of a team - tolerant, cordial and willing to help others, shares work and information; establishes rapport with others.
- **Interpersonal skills**: Network builder; ability to interface effectively with students and staff both within the Department and across the wider College Community; Foster good working relationships; cooperative with others.
- **Conscientious**: Is accurate in their work, ensures details are completed and highly-developed sense of responsibility.
• **Deadline Oriented**: Can handle multiple tasks simultaneously and meet tight deadlines.

• **Resourceful**: work under own initiative, know where to find information/help and good problem solve quickly under pressure.

• **Analytical Skills**: Ability to identify a problem and propose solutions.

• **Oral communication**: A convincing and confident manner when speaking to others; come across as welcoming and approachable.

• **Written communication**: documents free of grammatical and punctuation errors; clear concise and error-free writing, emails and memos clear and to the point.

• **Motivated**: a ‘can-do’ attitude, commitment to the department with the aim of contributing to its ongoing development.

• **IT skills**: A willingness to embrace new technologies; experience in the use of IT and computers.

• An understanding of an academic and research environment.

**Informal enquiries** can be made to the TILDA Biobank Research Lead: Dr. Aisling O’Halloran (aiohallo@tcd.ie)

**Snapshot of TILDA: The Irish Longitudinal Study on Ageing.**
Wave 1 of TILDA was collected in 2010-2011 and is a representative cohort of over 8,500 people resident in the Republic of Ireland aged 50 years and over. Each respondent completed a home interview on many aspects of health, lifestyle, social interactions, and financial circumstances. They were also asked to answer a self-completion questionnaire. Respondents were then invited to travel to one of two health centres, in Dublin and Cork, for a comprehensive health assessment or received a home health assessment.

A total of 5,274 respondents completed a comprehensive geriatric assessment in our TILDA Health Centres in Dublin and Cork, and a further 876 received a home health assessment. Of these 5,861 provided blood samples for lipid analysis, and long term storage of blood plasma and Buffy coats. The sampling procedure, the home interview, and the health assessments have all been described in detail (Kearney et al., 2011a; Kearney et al., 2011b).

The next health assessment will take place at Wave 3 which will be undertaken in 2014. We estimate that approximately 5,000 respondents will again take part in our comprehensive geriatric assessment and provide blood samples for immediate analysis and long term storage of blood plasma and Buffy coat samples. The collection of these biological samples is significant as it will allow future analysis of clinical biomarkers and will allow us to harmonise with our sister ageing studies in the UK i.e. NICOLA (Northern Ireland), ELSA (England) and THLSLS (Scotland).

**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 has 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 Academic and Administrative 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 together (outlining relevant flow cytometry skills and interests) together with a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible and two of whom must be able to address your experience and expertise in the area of flow cytometry) **by e-Recruitment:**

**APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT**

If you have any query regarding this, please contact:

Niamh McKeown, Recruitment Officer, Human Resources, House No. 4, Trinity College Dublin
Tel: +353 1 896 3327
Email: mckeownn@tcd.ie