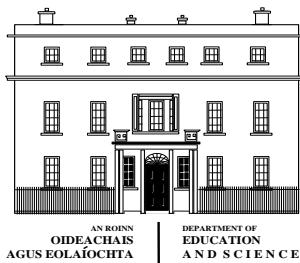


**Ardoideachas -**  
**Tecneolaíocht agus Oiliúint,**  
An Roinn Oideachais agus Eolaíochta,  
Sráid Maoilbhríde,  
Baile Átha Cliath 1.



**Higher Education -**  
**Technology & Training,**  
Department of Education & Science,  
Marlborough Street,  
Dublin 1.

To: **The Director of each Institute of Technology**  
**The President of the Dublin Institute of Technology**

## **Circular Letter No. 0013/2006**

### **Arrangements for Technician Grades in the Institutes of Technology**

The Minister for Education and Science wishes to inform the management authorities of Institutes of Technology that, following the Report of the Review Group on Technician Grades in the Institutes of Technology has been accepted. Accordingly I am to convey sanction for the implementation of the proposals as set out hereunder.

The proposals provide for a revised career structure, revised salary scales, contracts and job descriptions. There is also provision for a sub-committee of the Review Group to oversee any issues and resolve any difficulties that may arise in the implementation of the agreement.

It should be noted that vacancies should now be advertised at the entry grade of Technician.

#### **Dissemination of Circular**

Copies of this circular should be made available to the appropriate representatives of Lecturers for transmission to individual Lecturers. The Circular may also be viewed on the Department website [www.education.ie](http://www.education.ie)

#### **Queries in Relation to this Circular Letter**

Any queries in relation to this Circular Letter should be referred to Higher Education (Technology & Training) Section at 01-889 2127 or 01-889 2448.

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Gerry Murray  
Principal Officer

1<sup>st</sup> February 2006

cc      Secretary/Financial Controller  
          Director of Finance DIT  
          Human Resources Manager  
          Mr. Joe McGarry, Secretary General, Council of Directors  
          Mr James Coyle, Senior Human Resources Executive, Council of Directors

## **Technician Grades in the Institutes of Technology**

### **1. Background**

Following a claim by MSF (now AMICUS) in May 2002 and talks between the relevant parties, it was agreed to set up a Review Group to examine and report on the grade(s) of technician in the sector in the context of the report of the Expert Group for medical laboratory technicians/technologists.

The Review Group comprised of an independent chairperson (agreed by both parties) and representatives of the employers and the staff trade unions. The terms of reference were agreed and the report was finalised on 27<sup>th</sup> July 2005.

### **2. Career Structure**

There will be three grades in the technician structure; Technician, Technical Officer and Senior Technical Officer

#### **a. Technician**

This will be the entry grade for all new technicians to the sector. The minimum qualification will be an appropriate qualification of at least Level 7 under the NQAI Framework and ideally at least one-year postgraduate experience. (In the case of Trades/Crafts areas see interim proposal below) Progression to the career grade of Technical Officer will be as follows:

After completing a minimum of 5 years continuous service within the grade or equivalent within the third level sector, a year of which must have been at the maximum of the scale and have attained a further qualification of at least Level 8 under the NQAI Framework i.e. Honours Primary Degree or equivalent (National Diploma level or equivalent will not be deemed equivalent where course was completed prior to introduction of NQAI Framework).

Or

After completing 3 years continuous service within the grade or equivalent within the sector and having attained a further qualification of at least Masters Degree or equivalent level (Note: Senior Trades is not deemed equivalent in this situation). The person will then be placed on the nearest point (not below) of the Technical Officer Grade scale to that which they are currently on in the Technician grade and remain on that point for 2 years. After the satisfactory completion of that period, they will then be incremental in the normal manner.

*Qualifications for entry to Trade or Craft areas as Technician – Interim Arrangement*

While awaiting the outcome of discussions with the NQAI on equivalence and where no current arrangements are in operation, for trade and craft areas, the following interim arrangement will apply. (This will be reviewed on completion of the NQAI discussions). In particular circumstances, the President/Director, where this is in line with the existing practice in the Institute, may deem the following as meeting the entry requirements as a Technician for trade or craft areas only:

Hold the relevant Senior Trades or equivalent or National Craft Certificate and ideally at least one-year postgraduate experience

*Progression to the career grade of Technical Officer will be as follows:*

After completing a minimum of 5 years continuous service within the grade or equivalent within the third level sector, a year of which must have been at the maximum of the scale and have attained a further qualification of at least Level 8 under the NQAI Framework i.e. Honours Primary Degree or equivalent (National Diploma level or equivalent will not be deemed equivalent where course was completed prior to introduction of NQAI Framework).

Or

After completing a minimum of 5 years continuous service within the grade or equivalent within the third level sector, a year of which must have been at the maximum of the scale and have obtained the appropriate advanced qualification in the relevant trade/craft achieved since meeting minimum entry requirement (award must be examination and/or assessment based) – plus a minimum of 8 years relevant experience (in industry and/or teaching) obtained since meeting the minimum academic requirements.

Or

After completing 3 years continuous service within the grade or equivalent within the sector and having attained a further qualification of at least Masters Degree or equivalent level (Note: Senior Trades is not deemed equivalent in this situation). The person will then be placed on the nearest point (not below) of the Technical Officer Grade scale to which they are currently on in the Technician grade and remain on that point for 2 years. After the satisfactory completion of that period, they will then be incremental in the normal manner.

**b. Technical Officer (Career Grade)**

This is the Career grade for all technicians. Entry to the grade will be via the Technician route as outlined above. **However, in exceptional circumstances, an institute may recruit at this grade.** In such circumstances, entrants must satisfy all the qualification requirements of the grade. The qualification requirement for progression from Technician grade is as above. In the case of open competition the requirements will be:

An appropriate Level 8 under the NQAI Framework i.e. Primary Honours Degree or equivalent.

and

At least 3 years relevant professional postgraduate experience at an appropriate level

**c. Senior Technical Officer**

This will be the senior technical grade in the sector.

The qualifications required are a minimum of a Masters Degree and at least 5 years post qualification experience in a relevant environment and at an appropriate level.

**3. Salary Scales**

The relevant salary scales are attached as Appendix A.

Entry will normally at Point 1 for new appointees. However, in determining starting salary, incremental credit, up to a maximum of five increments (i.e. the sixth point of the scale) may be awarded where the appointee has relevant professional experience over and above the minimum required for appointment. No more than one increment may be awarded for each year of such experience.

In exceptional circumstances, where an appointee to a post has more than five years relevant experience over and above the minimum required for appointment AND where the application of the above would result in less than current salary \* being achieved, s/he may enter the scale at a point higher than the sixth point, at the discretion of the Institute. Similarly, no more than one increment may be awarded for each year of such experience.

\* Current Salary being certified/verified annual gross remuneration (including pension contributions) immediately prior to appointment, taking account of BIK (Benefit-in-Kind) and other perquisites i.e. benefits in addition to normal earnings, as declared to the Revenue Commissioners.

**4. Senior Posts**

The following procedures will apply for the identification of senior posts and the selection and appointment of suitable candidates.

(i) It is agreed that the number and location of the Senior Technical Officer posts in each Institute is dependent on a number of factors, in particular:

- The structure of the Institute, i.e. Number of Faculties, Schools, Departments and Function areas.
- Number of advanced, specialist technical areas, if any.

In proposing any ratio of Senior Technical Officers to the Technical Officer career Grade, cognisance must be taken of ratios of other career structures within the Institute sector.

Taking these into consideration, the ratio proposed is 1 Senior Technical Officer to every 6 Technical Officers within the Institute.

(ii) The first filling of these posts will be confined to an internal competition, which will be open to all current technicians with the minimum service requirement of 5 years for Senior Technical Officer. Competition will be by application and interview.

Ideally, each Institute should have at least one Senior Technical Officer post in each School or major functional area e.g. Computer Services, Estates, etc. within the Institute but this is dependent on the number of technicians currently within that School/Function, the School/Function structure, etc. Note: Terminology re structures on School/Dept/Function may vary from Institute to Institute.

Any posts that remain unfilled after this competition will be filled by public competition under the qualification criteria outlined above. No additional posts or funding will be allocated to institutes for these positions and all posts must come from within quota sanctioned from Dept of Education and Science.

Any vacancies that arise in the future for these posts will be filled by public competition.

(iii) The Selection Board will consist of 4 members.

Governing Body Representative  
Director/President or nominee  
Internal Management staff member  
External member

The Board will have the necessary gender balance.

(iv) The date of implementation for the senior posts will be the date of appointment following the appropriate competitive process.

(v) Existing post holders should be assimilated into the new scales under the normal rules governing assimilation for institute staff i.e. nearest point (but not lower) plus one if 3 years or more on the maximum of the current technician scale; nearest point (but not lower) if less than 3 years on maximum.

## **5. Salary Scale for Existing Technicians who have 20 Years service or more**

Technicians currently serving, who have attained 20 years incremental service or more as of 01<sup>st</sup> May 2005 and who are not appointed to the post of Senior Technical Officer, will be eligible for two additional increments - above the current maximum of the Technician scale - on the Senior Technical Officer scale. Payment of these increments is confined to those technicians only and NO future technicians attaining this period of service will be eligible for these increments. Payment of these additional increments is with effect from 01<sup>st</sup> January 2004, i.e. those technicians who have attained 20 years incremental service as of that date and 01<sup>st</sup> May 2005 will receive appropriate back monies. This allowance is subject to the following:

- Service for the purpose of these increments is service in respect of which incremental credit is allowed

## **6. Annual Leave**

The annual leave\* for each grade will be as follows:

Technician	-	24 Days
Technical Officer	-	26 Days plus an additional day after 5 and 10 years service during which he/she was in receipt of an annual leave allowance of not less than 26 and 27 days respectively. Maximum 28 days.
Senior Technical Officer	-	27 Days plus an additional day after 5 and 10 years service during which he/she was in receipt of an annual leave allowance of not less than 27 and 28 days respectively. Maximum 29 days.

*\* These annual leave entitlements include allowance for all Church Holy days.*

All technician grades will also be entitled to other concession days as allowed by the institute.

**NOTE: The implementation date for new leave entitlements is 01<sup>st</sup> October 2005. The annual leave year operated by each institute remains unaltered.**

## **7. Contracts and job descriptions**

Copies of agreed contracts and full job descriptions for each of the three grades are attached.

### **a. Senior Technical Officer Grade**

The Senior Technical Officer will be responsible to the President, Director, and Head of School/Department/Function for the supervision, coordination, administration and development of technical facilities within Institute, Faculty, School, Department, and Function level. S/He will be required to work closely with students, management, academic, technical and other staff.

*Essential competencies, skills, knowledge, qualifications and experience.*

- Masters Degree and at least 5 years post qualification experience in relevant environment and at an appropriate level
- Skills necessary to supervise, co-ordinate and direct technical staff
- Good organisational and problem solving skills
- Management and interpersonal skills
- Good knowledge of Health and Safety legislation.
- Evidence of personal development through further educational training
- Ability to take initiative, give leadership and work with people.
- Specialist technical knowledge in designated area.
- In addition, ideally have the ability to assist in writing up research proposals at Institute, Faculty, School, Department and Function level.

### **b. Technical Officer Grade**

The Technical Officer will be responsible to the President, Director, Head of School, Head of Department/Function and Senior Technical Officer for the co-ordination, administration and development of technical facilities at Institute, Faculty, School, Department, and Function level. Required to work closely with students, management, academic, technical and other staff.

*Essential competencies, skills, knowledge, qualifications and experience.*

- Primary Honours Degree (Level 8) and at least three years relevant postgraduate experience at an appropriate level.
- Ability to take initiative, give leadership and work with people.
- Good organisational, communication and interpersonal skills.
- Ability to provide on the job learning and coaching of other staff
- Good technical knowledge in designate area.
- Good knowledge of Health and Safety legislation.
- Evidence of personal development through further skills development.

In addition, ideally have the ability to assist in writing up research proposals at Institute, Faculty, School, Department and Function level.

### **c. Technician Grade**

The Technician will be responsible to the President, Director, Head of School, Head of Department/Function, and Senior Technical Officer/Technical Officer for the administration and development of technical facilities within Institute, Faculty, School, Department, Function level. Required to work closely with students, management, academic, technical and other staff.

*Essential competences, skills, knowledge, qualifications and experience.*

- Ordinary Degree (Level 7) and at least one year's postgraduate experience. Where appropriate, the President/Director may deem the following as meeting the entry requirements as a Technician for trade or craft areas only:

Hold the relevant Senior Trades or equivalent or National Craft Certificate and at least one-year postgraduate experience (This is an interim arrangement while awaiting the outcome of NQAI discussions.)

- Ability to take initiative, give leadership and work with people.
- Good organisational, communication and interpersonal skills.
- Good knowledge of Health and Safety legislation.
- Evidence of personal development through further skills development
- Good technical knowledge in designated area.

## **8. Implementation**

A Sub Committee consisting of all parties (8 members – 4 from each side) to this Agreement will oversee any issues and resolve any difficulties that may arise. Any further difficulties should be referred to the Labour Relations Commission and, if necessary, to the Labour Court.

## **9. Training and Education Requirements Including Funding and Facilities.**

The personal and professional development of all technical grades is vital to maintaining a high quality of service; therefore it is essential to ensure that technicians are fully integrated into the institute's training and development programme.

Additional management training should be given to staff that are expected to manage a laboratory or other facilities.

In-service training places should be provided for individuals with non-standard qualification to adapt to professional requirements

## **10. Management reporting structures**

- a. Senior Technical Officers may report to the relevant Institute officer with the appropriate management or supervisory function as designated by the Director/President. This includes Heads of School/Department, recognised Functional Heads i.e. Central Service Manager Grades

- b. Technical Officer and Technician grades will, in the main, report to the Senior Technical Officer as designated by the President/Director. In some exceptional cases, they may report to the Manager as listed above or to a researcher (Note: does not include MSc, PhD students or Research Assistants) designated by the President/Director.
- c. The Senior Technical Officer to whom the Technical Officer or Technician reports may not necessarily be in the same Department/School/Functional area as the Technical Officer/Technician.

## **11. Development plans for delivery of services.**

Technicians provide consultative, advisory and analytical technical services for staff and students in laboratory techniques. Due to the rapid changes that have taken place in science and technology it is essential that the technician profession respond to these changes in a proper organized and efficient manner.

Information technology is now an essential tool in all institutes activities particularly in laboratories. Strategic investment in this area must be made in an appropriate and cost effective way. This will lead to a more efficient service.

The change in the diversity and level of courses offered at certificate, degrees, masters and Ph.D. levels and the considerable development in the area of research supervision of students at all levels and consultancy work have necessitated the introduction of more sophisticated equipment and analytical techniques requiring higher competency levels.

Due to the specialist nature and the wide spread of disciplines supported by the technicians in the institutes, staff development problems are exacerbated, since it is difficult to attend off the job training and development.

## **12. Interaction with other staff, students and support services**

Technicians interact with students, other staff grades and the public on a daily basis as well as membership of bodies/committees such as:

- 1) Governing Body
- 2) Faculty Boards
- 3) Steering committees/work groups
- 4) Staff development committees
- 5) Safety advisory committees
- 6) Student support committees
- 7) Project teams
- 8) Trade Union committees
- 9) Partnership committee
- 10) PMDS committee

## **APPENDIX B**

### **CONTRACT OF EMPLOYMENT – TECHNICIAN**

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**1. Name of Employer**

**2. Name of Employee:**

**3. Title of Post:** Technician

**4. Place of Work:**

**5. HOURS OF WORK**

To be on duty for not less than 36.5 hours per week. Hours of work may be allocated between the hours of 8.00 am and 10.00 pm. Monday to Friday inclusive - individual institutes may continue existing arrangements or agree alternative starting times before 9.00am, dependant on local requirements. No member of the staff will be required to work on more than one night per week as part of the 36.5 hour week. Staff who agree to work additional nights or at weekends (subject to the provisions of the Working-time Act) will be paid overtime at the rate approved from time to time.

*(Notes: Job sharing/flexi-time arrangements may operate/be introduced in some Institutes.*

*In such circumstances staff, in Institutes where suitable recording arrangements do not currently apply, may be required to assert their own attendance by way of card or other agreed attendance recording system )*

**6. DATE OF COMMENCEMENT**

**7. NATURE OF POSITION**

This is a permanent pensionable appointment, subject to satisfactory service during the probationary period, and to this contract of employment.

The provisions of the Regional Technical Colleges Acts, 1992 to 1999/ Dublin Institute of Technology Acts, 1992 and 1994 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.

## **8. DUTIES**

The range of duties assigned to a Technician may vary from discipline/area to discipline/area within an Institute and between Institutes. The nature of the post requires the appointee to work closely with lecturing and other staff.

Technician grades will, in the main, report to the Senior Technical Officer as designated by the President/Director. In some exceptional cases, they may report to the Manager as set out in the job description or to a researcher designated by the President/Director.

The Senior Technical Officer to whom the Technician reports may not necessarily be in the same Department/School/Functional area as the Technician.

Following appointment, the appointee will be assigned to a particular location and post – Institutes may operate a number of different locations in addition to the main campus. The appointee may be reallocated to another post dependent on Institute requirements and subject to skill set requirements. However, appointees should note that the nature of the post may change over time. Training and re-training will be provided if required. On assignment to the particular post, the Institute will provide a detailed list of duties and responsibilities applicable to the post. A copy of the Job Description is attached.

## **9. PROBATIONARY PERIOD**

A probationary period of at least one year will apply to this post. The appointee will be advised on his/her performance during the period. At the end of that year the appointee may be confirmed in his/her appointment, continued on probation for a further period or at any time during the probationary period the appointment may be terminated.

On the Institute being satisfied with the performance of the appointee, the appointment shall be confirmed and the office holder shall be eligible for pensionable service up to retiring age subject to the conditions and terms of employment set out herein.

## **10. RESIGNATION/RETIREMENT**

The appointee may terminate this appointment on not less than one month's notice in writing to the HR Office of the Institute. The provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 and any Act amending or replacing it apply to the post.

## **11. SUPERANNUATION**

The Education Sector Superannuation Scheme (formerly included in the Local Government Superannuation Scheme) will apply as provided for in Section 11 (8) of the Regional Technical Colleges Act 1992/ Dublin Institute of Technology Acts, 1992 as adapted by the Education Sector Superannuation Scheme (Transfer of Departmental Administration and Ministerial Functions) Order 2001 (SI number 14 of 2001).

## **12. DISCIPLINE/DISMISSAL/SUSPENSION**

The Institute shall have the power to suspend the appointee, to impose disciplinary sanctions on the appointee and to terminate the appointment in accordance with such disciplinary /dismissal procedures as maybe collectively agreed from time to time and subject to the Regional Technical Colleges Act, 1992 to 1999/ Dublin Institute of Technology Acts, 1992 and 1994 and any Act replacing or amending it and relevant employment legislation. The Act provides that the termination of an appointment shall require the consent of the Minister for Education and Science.

## **13. SICK LEAVE**

Sick leave will be granted to the appointee in accordance with agreements approved from time to time by the Minister for Education and Science.

Referral of an appointee for a full medical report will be in accordance with collectively agreed procedures.

## **14. ANNUAL LEAVE**

Annual Leave will be in accordance with arrangements authorised by the Minister for Education and Science from time to time. The current annual leave entitlement is 24 days. This includes allowance for all Church Holydays.

## **15. MATERNITY LEAVE/ADOPTIVE LEAVE/PARENTAL LEAVE/FORCE MAJEURE LEAVE/PATERNITY LEAVE/CARERS' LEAVE**

The provisions of the relevant Acts and any Acts replacing or amending them will apply

**Other special leave may be granted in accordance with arrangements authorised by the Minister for Education and Science from time to time.**

## **16. HEALTH AND SAFETY**

The relevant provisions of the Safety, Health and Welfare at Work Act 1988 and any subsequent Acts amending or replacing it applies to all employees of the Institute. Staff should familiarise themselves with the requirements as set out in the Act and the Institute's safety policy.

## **17. EXTERNAL ACTIVITY**

Any external activity engaged in by the appointee must not be such as to interfere with the fulfilling of the appointee's duties and responsibilities to the Institute.

Any external employment, self-employment, working partnerships or consultancy work entered into by the appointee must not conflict with the interests of the institute and must have the prior written approval of the Director/President of the Institute. Approval may be given where this activity is deemed by the Institute not to interfere with the fulfilling of the appointee's duties and responsibilities to the Institute and/or where the activity is deemed not to interfere within the interests of the Institute. Any approval/refusal will be subject to ongoing review by the Institute.

## **18. SALARY**

The salary payable in respect of this position will be as authorised by the Minister for Education and Science from time to time. Details are available from the Human Resources Office. Salary is payable (weekly/fortnightly/monthly) in arrears [insert frequency applicable in particular institute]

## **19. CONFIDENTIALITY**

The Institute is obliged to maintain confidentiality in certain aspects of its work. It is the duty of the appointee to observe such confidentiality. This restriction shall continue to apply after termination of this appointment.

## **20. DECLARATION AND SIGNATURES**

I have read and fully understand the foregoing Contract of Employment and I agree to abide by the terms of this contract and further warrant that all statements and representations, which I have made to the Institute in application for this appointment, are true and accurate.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(appointee)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(on behalf of the Institute)

## **INSTITUTES OF TECHNOLOGY**

### **JOB DESCRIPTION – TECHNICIAN**

The range of duties assigned to a Technician may vary from discipline/area to discipline/area within an Institute and between Institutes. The nature of the post requires the appointee to work closely with lecturing and other staff.

Technician grades will, in the main, report to the Senior Technical Officer as designated by the President/Director. In some exceptional cases, they may report to the Manager as listed above or to a researcher designated by the President/Director.

The Senior Technical Officer to whom the Technician reports may not necessarily be in the same Department/School/Functional area as the Technician.

Following appointment, the appointee will be assigned to a particular location and post – Institutes may operate a number of different locations in addition to the main campus. The appointee may be reallocated to another post dependent on Institute requirements and subject to skill set requirements. However, appointees should note that the nature of the post may change over time. Training and re-training will be provided if required. On assignment to the particular post, the Institute will provide a detailed list of duties and responsibilities applicable to the post. A copy of the Job Description is attached.

#### **Main Duties:**

The following indicate some of the principal duties and responsibilities that may be assigned depending on the post/Institute in question:

- Organising, preparing and setting up for practical classes, demonstrations, assessments, practical examinations, project and research work in laboratory and other areas.
- To undertake commissioning of new equipment.
- Installing and testing of software, making software available to appropriate users, ensuring anti-virus software is installed and kept up to date, network management where appropriate.
- To carry out routine maintenance of equipment.
- Provide technical assistance to lecturers and students to ensure the safe and smooth running of events.
- To ensure that laboratories, materials and equipment are kept clean, tidy and in good order.

- To provide support for delivery and receipt of goods.
- To undertake such other duties as the Director, Head of School/Department, Senior Technical Officer or other authorised officer may assign from time to time.

***Sample range of duties across different expertise areas***

- Providing consultative, advisory and analytical technical services for staff and students in laboratory techniques.
- Providing first and second line support for students and staff in information technology e.g. running local help desks.
- Provide technical support for the delivery of Institute wide student, staff and managing/administration of computer network systems/information Technology and visual aids facilities.
- Management/administration of computer networks, installing and testing of software.
- Specifying technical specification for the development of new and updating currant laboratories, workstations, workshops and computer networks systems/information technology and visual aids facilities.
- In conjunction with other Technicians, assist the IT Manager in ensuring that there is an effective, efficient and user-orientated IT available to all users in their designated area.
- Be responsible for the maintenance of computer equipment and peripherals.
- Liaise with Senior Technical Officer and Technical Officer grades and other designated manager grades to define service requirements and monitor service levels in their designated area.
- Assisting in Programme quality assurance and development.
- Organising, assisting and advising lectures and students on the safe operation and use of equipment and materials.
- Organising, supervising, assisting and advising staff and students doing project work at certificate, diploma, degree and postgraduate level and project reports.
- Designing, modifying, building, testing and installation of equipment for teaching and research needs.
- Carry out and assist in research.
- Organising, preparing and setting up practical classes, assisting and advising lectures and students on the safe operation and use of equipment and materials in laboratories and other areas.

- Organizing, preparing and setting up equipment and materials for practical examinations
- Writing and updating technical instruction manuals for staff and students
- Carrying out of safety audits in all areas of operation in cooperation with other grades of staff
- Monitoring, testing and recording of condition of safety equipment and class materials to comply with Health and Safety Regulation and other Regulations specific to work area i.e. RPII, EPA and Material Safety Data Sheets.
- Arranging for safe disposal of used materials e.g. biological, chemical and materials containing toxic, hazardous and volatile materials
- Assist in the organizing and scheduling of work of laboratory aides
- Repairing, maintaining, securing and storing of laboratory equipment, and consumable materials
- Stock control of equipment and consumable materials
- Assist in consulting with suppliers of equipment and consumable materials, and assist in obtaining technical specifications, quotations and ordering new equipment and consumable materials.
- Taking delivery of equipment and consumable materials and commission new equipment.

## **CONTRACT OF EMPLOYMENT – TECHNICAL OFFICER**

---

**1. Name of Employer**

**2. Name of Employee:**

**3. Title of Post:** Technical Officer

**4. Place of Work:**

**5. HOURS OF WORK**

To be on duty for not less than 36.5 hours per week. Hours of work may be allocated between the hours of 8.00 am and 10.00 pm. Monday to Friday inclusive - individual institutes may continue existing arrangements or agree alternative starting times before 9.00am, dependant on local requirements. No member of the staff will be required to work on more than one night per week as part of the 36.5 hour week. Staff who agree to work additional nights or at weekends (subject to the provisions of the Working-time Act) will be paid overtime at the rate approved from time to time.

*(Notes: Job sharing/flexi-time arrangements may operate/be introduced in some Institutes.*

*In such circumstances staff, in Institutes where suitable recording arrangements do not currently apply, may be required to assert their own attendance by way of card or other agreed attendance recording system )*

**6. DATE OF COMMENCEMENT**

**7. NATURE OF POSITION**

This is a permanent pensionable appointment, subject to satisfactory service during the probationary period, and to this contract of employment.

The provisions of the Regional Technical Colleges Acts, 1992 to 1999/ Dublin Institute of Technology Acts, 1992 and 1994 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.

## **8. DUTIES**

The range of duties assigned to the Technical Officer grade may vary from discipline/area to discipline/area within an Institute and between Institutes. The nature of the post requires the appointee to work closely with lecturing and other staff.

Technical Officer grades will, in the main, report to the Senior Technical Officer as designated by the President/Director. In some exceptional cases, they may report to the Manager as set out in the job description or to a researcher designated by the President/Director.

The Senior Technical Officer to whom the Technical Officer reports may not necessarily be in the same Department/School/Functional area as the Technical Officer.

Following appointment the appointee will be assigned to a particular location and post – Institutes may operate a number of different locations in addition to the main campus. The appointee may be reallocated to another post dependent on Institute requirements and appointees should note that the nature of the post may change over time. On assignment to the particular post, the Institute will provide a detailed list of duties and responsibilities applicable to the post. A copy of the Job Description is attached.

## **9. PROBATIONARY PERIOD**

A probationary period of at least one year will apply to this post. The appointee will be advised on his/her performance during the period. At the end of that year the appointee may be confirmed in his/her appointment, continued on probation for a further period or at any time during the probationary period the appointment may be terminated.

On the Institute being satisfied with the performance of the appointee, the appointment shall be confirmed and the office holder shall be eligible for pensionable service up to retiring age subject to the conditions and terms of employment set out herein.

## **10. RESIGNATION/RETIREMENT**

The appointee may terminate this appointment on not less than one month's notice in writing to the HR Office of the Institute. The provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 and any Act amending or replacing it apply to the post.

## **11. SUPERANNUATION**

The Education Sector Superannuation Scheme (formerly included in the Local Government Superannuation Scheme) will apply as provided for in Section 11 (8) of

the Regional Technical Colleges Act 1992/ Dublin Institute of Technology Acts, 1992 as adapted by the Education Sector Superannuation Scheme (Transfer of Departmental Administration and Ministerial Functions) Order 2001 (SI number 14 of 2001).

## **12. DISCIPLINE/DISMISSAL/SUSPENSION**

The Institute shall have the power to suspend the appointee, to impose disciplinary sanctions on the appointee and to terminate the appointment in accordance with such disciplinary/ dismissal procedures as maybe collectively agreed from time to time and subject to the Regional Technical Colleges Act, 1992 to 1999/ Dublin Institute of Technology Acts, 1992 and 1994 and any Act replacing or amending it and relevant employment legislation. The Act provides that the termination of an appointment shall require the consent of the Minister for Education and Science.

## **13. SICK LEAVE**

Sick leave will be granted to the appointee in accordance with agreements approved from time to time by the Minister for Education and Science.

Referral of an appointee for a full medical report will be in accordance with collectively agreed procedures.

## **14. ANNUAL LEAVE**

Annual Leave will be in accordance with arrangements authorised by the Minister for Education and Science from time to time. The current annual leave entitlement is 26 days plus an additional day after 5 and 10 years' service during which he/she was in receipt of an annual leave allowance of not less than 26 and 27 days respectively. The maximum leave allowance for a Technical Officer, including the service days, is 28 days. This annual leave entitlement includes allowance for all Church Holydays.

## **15. MATERNITY LEAVE/ADOPTIVE LEAVE/PARENTAL LEAVE/FORCE MAJEURE LEAVE/PATERNITY LEAVE/CARERS' LEAVE**

The provisions of the relevant Acts and any Acts replacing or amending them will apply.

Other special leave may be granted in accordance with arrangements authorised by the Minister for Education and Science from time to time.

## **16. HEALTH AND SAFETY**

The relevant provisions of the Safety, Health and Welfare at Work Act 1988 and any subsequent Acts amending or replacing it applies to all employees of the Institute. Staff should familiarise themselves with the requirements as set out in the Act and the Institute's safety policy.

## **17. EXTERNAL ACTIVITY**

Any external activity engaged in by the appointee must not be such as to interfere with the fulfilling of the appointee's duties and responsibilities to the Institute.

Any external employment, self-employment, working partnerships or consultancy work entered into by the appointee must not conflict with the interests of the institute and must have the prior written approval of the Director/President of the Institute. Approval may be given where this activity is deemed by the Institute not to interfere with the fulfilling of the appointee's duties and responsibilities to the Institute and/or where the activity is deemed not to interfere within the interests of the Institute. Any approval/refusal will be subject to ongoing review by the Institute.

## **18. SALARY**

The salary payable in respect of this position will be as authorised by the Minister for Education and Science from time to time. Details are available from the Human Resources Office. Salary is payable (weekly/fortnightly/monthly) in arrears [insert frequency applicable in particular institute]

## **19. CONFIDENTIALITY**

The Institute is obliged to maintain confidentiality in certain aspects of its work. It is the duty of the appointee to observe such confidentiality. This restriction shall continue to apply after termination of this appointment.

## **20. DECLARATION AND SIGNATURES**

I have read and fully understand the foregoing Contract of Employment and I agree to abide by the terms of this contract and further warrant that all statements and representations, which I have made to the Institute in application for this appointment, are true and accurate.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(appointee)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(on behalf of the Institute)

## **INSTITUTES OF TECHNOLOGY**

### **JOB DESCRIPTION – TECHNICAL OFFICER**

The range of duties assigned to the Technical Officer grade may vary from discipline/area to discipline/area within an Institute and between Institutes. The nature of the post requires the appointee to work closely with lecturing and other staff.

The Technical Officer grades will, in the main, report to the Senior Technical Officer as designated by the President/Director. In some exceptional cases, they may report to the Manager as listed or to a researcher designated by the President/Director.

The Senior Technical Officer to whom the Technical Officer reports may not necessarily be in the same Department/School/Functional area as the Technical Officer.

Following appointment the appointee will be assigned to a particular location and post – Institutes may operate a number of different locations in addition to the main campus. The appointee may be reallocated to another post dependent on Institute requirements and appointees should note that the nature of the post may change over time. On assignment to the particular post, the Institute will provide a detailed list of duties and responsibilities applicable to the post.

#### **Main Duties:**

The following indicate some of the principal duties and responsibilities that may be assigned:

Organising, preparing and setting up for practical classes, demonstrations, assessments, practical examinations, project and research work in laboratory and other areas.

Installing and testing of software, making software available to appropriate users, ensuring anti-virus software is installed and kept up to date, network management where appropriate.

To be present, as required, at each laboratory or workshop class, including night classes, if necessary, for the entire duration of the class, to provide technical assistance as required, to provide demonstrations etc.

Provide technical assistance to lecturers and students on the safe operation and use of equipment and materials.

Repairing, maintaining, securing and storing of laboratory/computer equipment, and consumable materials.

Designing, modifying, building, testing, installation of equipment/hardware as appropriate, for teaching and research needs.

Establishing and maintaining stock control of equipment and consumable materials.

Consulting with suppliers of equipment and consumable materials, obtaining technical specifications, quotations and ordering new equipment and consumable materials, taking delivery of equipment and materials, checking and installing as appropriate.

Advising on specifying requirements for new and updated laboratories, workstations, workshops, etc.

Preparing and updating technical instruction manuals as required.

Managing administration of computer/information technology and visual aids facilities.

Assisting Head of School/Department/Function with budget control and estimates for annual running and development costs.

Arranging for the safe disposal of used materials, e.g. biological, chemical and materials containing toxic, hazardous and volatile materials.

Organising and scheduling work of laboratory staff.

Monitoring, testing and recording of condition of safety equipment to comply with Health and Safety Regulations and other Regulations specific to work developing, updating, etc. of hazard analysis documentation.

Carrying out of safety audits in all areas of operation in co-operation with other grades of staff.

Ensure that laboratories, materials and equipment are kept clean, tidy and in good order.

Attend school or other meetings as required from time to time.

To participate in all committees/groups of which s/he is a member or to which s/he is assigned.

Providing and contributing to reports as required from time to time.

Participate in ongoing training and professional development.

Undertake such other appropriate duties as may be assigned from time to time by the Institute authorities.

## **CONTRACT OF EMPLOYMENT – SENIOR TECHNICAL OFFICER**

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**1. Name of Employer**

**2. Name of Employee:**

**3. Title of Post:** Senior Technical Officer

**4. Place of Work:**

**6. HOURS OF WORK**

To be on duty for not less than 36.5 hours per week. Hours of work may be allocated between the hours of 8.00 am and 10.00 pm. Monday to Friday inclusive - individual institutes may continue existing arrangements or agree alternative starting times before 9.00am, dependant on local requirements. No member of the staff will be required to work on more than one night per week as part of the 36.5 hour week. Staff who agree to work additional nights or at weekends (subject to the provisions of the Working-time Act) will be paid overtime at the rate approved from time to time.

*(Notes: Job sharing/flexi-time arrangements may operate/be introduced in some Institutes.*

*In such circumstances staff, in Institutes where suitable recording arrangements do not currently apply, may be required to assert their own attendance by way of card or other agreed attendance recording system )*

**6. DATE OF COMMENCEMENT**

**7. NATURE OF POSITION**

This is a permanent pensionable appointment, subject to satisfactory service during the probationary period, and to this contract of employment.

The provisions of the Regional Technical Colleges Acts, 1992 to 1999/ Dublin Institute of Technology Acts, 1992 and 1994 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.

## **8. DUTIES**

The Senior Technical Officer will be responsible to the President/Director, Head of School/Department/ recognised Function as agreed, for the supervision, co-ordination, direction and administration of all technical staff and services within the School/Department/Function, and such other technical duties as may be laid down by the President/Director, Head of School/Department/Function. Some of these Schools/Departments/Functions may operate over a number of different locations in addition to the main campus. Due to the low number of Technicians/Technical Officers in certain Schools/Department/Functional areas, some Senior Technical Officers may have a cross School/Department/Functional responsibility. A Senior Technical Officer may also be responsible for the operation of an advanced, specialist technical service where only one or a small number of technical staff are located. These areas maybe specific and unique and may not conform to the normal structure of a School / Department /Function. The President/Director of the Institute will normally designate these areas in advance. The nature of the post requires the appointee to work closely with lecturing and other staff.

Senior Technical Officers may report to the relevant Institute officer with the appropriate management or supervisory function as designated by the Director/President. This includes Heads of School/Department, recognised Functional Heads i.e. Central Manager Grades

Following appointment the appointee will be assigned to a particular location and post. The appointee maybe reallocated to another post of similar grade dependant on institute requirements and appointees should note that the nature of the post may change over time. On assignment to the particular post, the Institute will provide a detailed list of duties and responsibilities applicable to the post.

## **9. PROBATIONARY PERIOD**

A probationary period of at least one year will apply to this post. The appointee will be advised on his/her performance during the period. At the end of that year the appointee may be confirmed in his/her appointment, continued on probation for a further period or at any time during the probationary period the appointment may be terminated.

On the Institute being satisfied with the performance of the appointee, the appointment shall be confirmed and the office holder shall be eligible for pensionable service up to retiring age subject to the conditions and terms of employment set out herein.

## **10. RESIGNATION/RETIREMENT**

The appointee may terminate this appointment on not less than one month's notice in writing to the HR Office of the Institute. The provisions of the Public Service

Superannuation (Miscellaneous Provisions) Act 2004 and any Act amending or replacing it apply to the post.

## **11. SUPERANNUATION**

The Education Sector Superannuation Scheme (formerly included in the Local Government Superannuation Scheme) will apply as provided for in Section 11 (8) of the Regional Technical Colleges Act 1992/ Dublin Institute of Technology Acts, 1992 as adapted by the Education Sector Superannuation Scheme (Transfer of Departmental Administration and Ministerial Functions) Order 2001 (SI number 14 of 2001).

## **12. DISCIPLINE/DISMISSAL/SUSPENSION**

The Institute shall have the power to suspend the appointee, to impose disciplinary sanctions on the appointee and to terminate the appointment in accordance with such disciplinary /dismissal procedures as maybe collectively agreed from time to time and subject to the Regional Technical Colleges Act, 1992 to 1999/ Dublin Institute of Technology Acts, 1992 and 1994 and any Act replacing or amending it and relevant employment legislation. The Act provides that the termination of an appointment shall require the consent of the Minister for Education and Science.

## **13. SICK LEAVE**

Sick leave will be granted to the appointee in accordance with agreements approved from time to time by the Minister for Education and Science.

Referral of an appointee for a full medical report will be in accordance with collectively agreed procedures.

## **14. ANNUAL LEAVE**

Annual Leave will be in accordance with arrangements authorised by the Minister for Education and Science from time to time. The current annual leave entitlement is 27 days

plus an additional day after 5 and 10 years' service during which he/she was in receipt of an annual leave allowance of not less than 27 and 28 days respectively. The maximum leave allowance for a Senior Technical Officer, including the service days, is 29 days. This annual leave entitlement includes allowance for all Church Holydays.

## **15. MATERNITY LEAVE/ADOPTIVE LEAVE/PARENTAL LEAVE/FORCE MAJEURE LEAVE/PATERNITY LEAVE/CARERS' LEAVE**

The provisions of the relevant Acts and any Acts replacing or amending them will apply

Other special leave may be granted in accordance with arrangements authorised by the Minister for Education and Science from time to time.

## **16. HEALTH AND SAFETY**

The relevant provisions of the Safety, Health and Welfare at Work Act 1988 and any subsequent Acts amending or replacing it applies to all employees of the Institute. Staff should familiarise themselves with the requirements as set out in the Act and the Institute's safety policy.

## **17. EXTERNAL ACTIVITY**

Any external activity engaged in by the appointee must not be such as to interfere with the fulfilling of the appointee's duties and responsibilities to the Institute.

Any external employment, self-employment, working partnerships or consultancy work entered into by the appointee must not conflict with the interests of the institute and must have the prior written approval of the Director/President of the Institute. Approval may be given where this activity is deemed by the Institute not to interfere with the fulfilling of the appointee's duties and responsibilities to the Institute and/or where the activity is deemed not to interfere within the interests of the Institute. Any approval/refusal will be subject to ongoing review by the Institute.

## **18. SALARY**

The salary payable in respect of this position will be as authorised by the Minister for Education and Science from time to time. Details are available from the Human Resources Office. Salary is payable (weekly/fortnightly/monthly) in arrears [insert frequency applicable in particular institute]

## **19. CONFIDENTIALITY**

The Institute is obliged to maintain confidentiality in certain aspects of its work. It is the duty of the appointee to observe such confidentiality. This restriction shall continue to apply after termination of this appointment.

## **20. DECLARATION AND SIGNATURES**

I have read and fully understand the foregoing Contract of Employment and I agree to abide by the terms of this contract and further warrant that all statements and representations, which I have made to the Institute in application for this appointment, are true and accurate.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(appointee)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(on behalf of the Institute)

## **INSTITUTES OF TECHNOLOGY**

### **JOB DESCRIPTION – SENIOR TECHNICAL OFFICER**

The Senior Technical Officer will be responsible to the President/Director, Head of School/Department/ recognised Function as agreed, for the supervision, co-ordination, direction and administration of all technical staff and services within the School/Department/Function, and such other technical duties as may be laid down by the President/Director, Head of School/Department/Function. Some of these Schools/Departments/Functions may operate over a number of different locations in addition to the main campus. Due to the low number of Technicians/Technical Officers in certain Schools/Department/Functional areas, some Senior Technical Officers may have a cross School/Department/Functional responsibility. A Senior Technical Officer may also be responsible for the operation of an advanced, specialist technical service where only one or a small number of technical staff are located. These areas maybe specific and unique and may not conform to the normal structure of a School / Department /Function. The President/Director of the Institute will normally designate these areas in advance. The nature of the post requires the appointee to work closely with lecturing and other staff.

Senior Technical Officers may report to the relevant Institute officer with the appropriate management or supervisory function as designated by the Director/President. This includes Heads of School/Department, recognised Functional Heads i.e. Central Manager Grades

Following appointment the appointee will be assigned to a particular location and post. The appointee maybe reallocated to another post of similar grade dependant on institute requirements and appointees should note that the nature of the post may change over time. On assignment to the particular post, the Institute will provide a detailed list of duties and responsibilities applicable to the post.

#### **Main Duties:**

The following indicate some of the principal duties and responsibilities that may be assigned:

The supervision of and administration of all technical staff and services within the School/Department/Function area. This includes but not limited to

- Passing on work directions from Head of School/Head of Department/recognised Head of Function as agreed and being responsible for ensuring completion of work.
- Recording/Supervising and administering of attendance in accordance with current Institute practices.
- Scheduling, co-coordinating and guiding work activities following consultation.
- Assist with the Training Needs Analysis Programme.
- Maintaining assets register within the area.

Responsible for Quality Assurance procedures, as regards technical staff, e.g. stock control.

Responsible for compiling health and safety audits and ensure compliance of the implementation of other health and safety regulations as they pertain to the technical function.

Assist with budget management, specifying equipment and consumable materials requirements and co-ordination of purchasing.

Assisting in agreeing and monitoring agreed service level agreements.

Supporting the role of the technical staff and making representations in relation to appropriate resources.

To support collaborative research frameworks developed with other Institutes/Universities/Agencies and help in the writing of School/Department/Function and joint research proposals

Organising, preparing and setting up for practical classes, demonstrations, assessments, practical examinations, project and research work in laboratory and other areas.

Installing and testing of software, making software available to appropriate users, ensuring anti-virus software is installed and kept up to date, network management where appropriate

To be present, as required, at each laboratory or workshop class, including night classes, if necessary for the entire duration of the class, to provide technical assistance as required. to provide demonstrations etc.

Provide technical assistance to lecturers and students on the safe operation and use of equipment and materials

Repairing, maintaining, securing and storing of laboratory/computer equipment, and consumable materials

Designing, modifying, building, testing, installation of equipment/hardware as appropriate, for teaching and research needs

Establish and maintaining stock control of equipment and consumable materials

Consulting with suppliers of equipment and consumable materials, obtaining technical specifications, quotations and ordering new equipment and consumable materials, taking delivery of equipment and materials, checking and installing as appropriate

Advising on and specifying requirements for new and updated laboratories, workstations, workshops etc.

Preparing and updating technical instruction manuals as required

Managing/administration of computer/information technology and visual aids facilities

Assisting Head of School/Department/Function with budget control and estimates for annual running and development costs

Arranging for safe disposal of used materials e.g. biological, chemical and materials containing toxic, hazardous and volatile materials

Responsible for the 'Day to Day' running of their area to include the organising and scheduling work of laboratory staff

To oversee compliance with quality assurance requirements

Where necessary, to assist in the supervision and training of graduate and, post-graduate students in laboratory techniques

Monitoring, testing and recording of condition of safety equipment to comply with Health and Safety Regulation and other Regulations specific to work Developing, updating, etc of hazard analysis documentation.

Carry out of safety audits in all areas of operation in co-operation with other grades of staff

Ensure that laboratories, materials and equipment are kept clean, tidy and in good order

Attend school or other meetings as required from time to time

To participate in all committees/groups of which s/he is a member or to which s/he is assigned

Providing and contributing to reports as required from time to time.

Participate in ongoing training and professional development.

*Undertake such other appropriate duties as may be assigned from time to time by the institute authorities.*