**Template for Advertising Research Support Posts**

***Instructions:*** *This template should be used for advertising research funded posts and completed by the Principal Investigator.*

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| **College** |  |
| **School/Research Institute/Centre/Unit** |  |
| **Post Title** | **Research Assistant-Technical** |
| **Project** |  |
| **Post Duration** |  |
| **Name of Principal Investigator /Reports to** |  |
| **HR Administrator** | *Please email advertisement to Laura McSweeney / Niamh Buckley in HR, email* [*l.mcsweeney@ucc.ie;*](mailto:t.eagles@ucc.ie)[*Niamh.buckley@ucc.ie*](mailto:Niamh.buckley@ucc.ie) |
| **HR Competition No.** | *To be completed by HR* |

## Information on the Unit

**Please insert a background or summary on the hiring unit**

***Position Summary***

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| **PI can insert an opening paragraph or introductory text on the Department or Research Centre or on the research position. The PI can include other duties and responsibilities which are specific to the post.** |
| **Salary: €xxxx - €xxxx** |

**Role Summary**

A Research Assistant- Technical will work under the direction of the Principal Investigator/Project Leader and perform a variety of technical duties involved in conducting laboratory tests, experiments and determinations in support of the research project(s), programme, centre or institute

**Key Duties and Responsibilities**

1. To work under the direction of the Principal Investigator/Project Leader.
2. To perform a variety of technical duties involved in supporting the research project(s) or programme.
3. To work with the Principal Investigator to review work assignments and to develop plans to support the research/area.
4. To maintain lab books and lab reports.
5. Collection of data, research and record maintenance.
6. To make minor modifications to existing laboratory procedures and techniques to meet the needs of the particular equipment as required.
7. To order and maintain lab equipment and to provide the general essential laboratory services of the unit, i.e. these include but are not limited to the cleaning and maintenance of glass ware, research equipment and laboratory space as directed by the Principal Investigator of his/her nominee.
8. To determine and set up instruments, material and apparatus and operate laboratory equipment required for specific tests relevant to the research project(s) or programme, as required.
9. To prepare culture media, chemicals, reagents and solutions relevant to the research projects, as required.
10. To maintain a sufficient inventory of materials, supplies and equipment.
11. To demonstrate practical procedures as required.
12. To ensure Health and Safety in the lab.
13. To perform other related duties incidental to the work described herein.
14. To carry out any additional duties as may reasonably be required within the general scope and level of the post.

***Additional duties and responsibilities will be reviewed by HR. Should you wish to include additional duties and responsibilities relevant to the role please include below:***

*The list of duties detailed above is not intended to be exclusive or restrictive and may be adjusted dependent on the area of research.*

**Criteria**

1. A graduate qualification in a field of discipline relevant to the area of investigation i.e. BSc or MSc.
2. Undergraduate experience in laboratory practices and in conducting laboratory experiments.
3. Demonstrated ability to use standard lab equipment and techniques.
4. Demonstrated ability to work well within a team.
5. Demonstrated commitment to research.
6. Ability to maintain records and excellent computer skills
7. Excellent organisational and administrative skills, including a proven ability to work to deadlines.
8. Please note that Garda vetting and international police clearance check may form part of the selection process.

***Additional criteria will be reviewed by HR. Should you wish to include additional criteria relevant to the role please include below:***

For an information package including full details of the post, selection criteria and application process see <https://ore.ucc.ie/>.

Informal enquiries can be made in confidence to <NAME>, <TITLE>, <DEPARTMENT/CENTRE>, Tel: + 353 (0) 21 XXXXXXXXX; Email: [XXXXX@ucc.ie](mailto:XXXXX@ucc.ie)

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| Applications must be submitted online via the University College Cork vacancy portal (<https://ore.ucc.ie/>). Queries relating to the online application process should be referred to [recruitment@ucc.ie](mailto:recruitment@ucc.ie), quoting the job-title. |
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| Candidates should apply, in confidence, **before 12 noon (Irish Local Time) on Thursday, <DATE>.** |