**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 Support Officer- Lab Manager** |
| **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** |

**Role Summary**

This title will apply to a person of appropriate qualifications e.g., BSc, MSc or PhD employed on a contract for the purpose of supporting a research lab within a research centre or institute. A Research Support Officer- Lab Manager will work under the direction of one or more Principal Investigator(s)/Senior Researcher(s) within a dedicated laboratory on one or more research projects.

**Key Duties and Responsibilities**

* To undertake research within a lab under the direction of a PI or his/her nominee as required.
* To provide specific research and technical expertise to support the on-going research within a lab and supporting the research team in a lab.
* To provide technical support to lab members, including the use and maintenance of research equipment and other research services.
* Training of researchers and students on techniques and equipment in the lab.
* To liaise with the Principal Investigator and colleagues on matters relating to the research project.
* Responsibility for the day to day health and safety within the lab.
* To perform a variety of technical duties involved in conducting lab experiments and determinations to obtain data for research purposes.
* Develop methods of laboratory experimentation and to apply knowledge of scientific theory where required.
* To compile, analyse, document and draw tentative conclusions from experimental results.
* To maintain lab books and lab reports.
* To review laboratory methods, manuals, scientific journals, abstracts and other literature for information applicable to research experiments.
* To assist PI’s and other researchers in performing lab work.
* To maintain a sufficient inventory of materials, supplies and equipment for performance of duties.
* To review work of junior level laboratory personnel within designated areas and assist in training new personnel, as agreed and as appropriate.
* Coordinate lab activity to support the research area/project.
* Determine the purchase of equipment based on budget allowances, in association with the Principal Investigator.
* Assisting in setting up of lab equipment.
* Demonstrate care and use of equipment as required.
* To train staff and students in the application and use of new equipment.
* Develop methods of laboratory experimentation, applying knowledge of specific theory.
* To perform other related duties incidental to the work described herein.
* To carry out 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**

* A graduate qualification in a field or discipline relevant to the area of investigation i.e. BSc, MSc or PhD.
* Significant experience in laboratory practices and practical report writing.
* Demonstrable achievements in delivering results.
* Strong laboratory skills and statistical analysis.
* Ability to interact with stakeholders from a range of disciplines.
* Excellent attention to detail.
* Capability of working effectively within a team to achieve results.
* Excellent computer and analytical skills.
* Excellent organisational and communication skills.
* First Aid and Health and Safety Training.
* 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>.** |