



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Post Specification (Comp: 033724)

Post Title:	Science Gallery Dublin Technical Manager/Safety Officer
Post Status:	3-year contract, Fixed-term
Department/Faculty:	Science Gallery, Academic Services Division, Trinity College Dublin, the University of Dublin
Location:	Science Gallery, Academic Services Division, Trinity College Dublin, the University of Dublin Pearce Street, Dublin 2, Ireland
Reports to:	Operations Manager of the Science Gallery
Salary:	Appointment will be made on the Executive 1 Salary Scale] at a point in line with Government Pay Policy [€44,885 - €53,361 per annum].
Hours of Work:	39 hours per week
Closing Date:	16:00 (Irish Standard Time), 8 th April 2019

The successful applicant will be expected to take up post immediately, or as soon thereafter as possible.

Post Summary

The Technical Manager is a key member of the of the core team, reporting to the Operations Manager. The successful candidate will be responsible for the technical management and operation of the gallery and also oversee day to day operations and budget for the building's mechanical, electrical, telecommunications, IT and security systems. The successful candidate will also fulfil the responsibilities of Chief Fire Warden, Health and Safety Officer and Data Protection Officer and ensure compliance with relevant legislation. Extensive collaboration and liaison will be required with the Science Gallery programming team, artists/collaborators, Trinity College Dublin's Estates and Facilities Department, AV teams and various other

stakeholders. As a key point of contact for corporate rental clients, the successful candidate will have excellent communication skills.

The Technical Manager will be the primary source of specialist knowledge in IT and technical activities within Science Gallery Dublin, managing and overseeing technical exhibition installations and the ongoing care and maintenance of exhibits on display, and also ensuring that Science Gallery consistently meets the highest standards of compliance in terms of safety for public visitors, staff and the artworks. Availability to troubleshoot and solve problems outside normal working hours will be required.

The Technical Manager will work closely with the programming and corporate hire teams to oversee the technical delivery of Science Gallery's public facing exhibition and events programme including corporate hire events, ensuring that technical staff resources are deployed effectively and efficiently to meet the demands of the programme.

Further Information

Informal enquiries about this post should be made to Lea O'Flannagain, Operations Manager - lea.oflannagain@dublin.sciencegallery.com

Standard Duties and Responsibilities of the Post

1. Technical & IT

- Provide support and oversight to all technical installations in the gallery.
- Manage IT support for Science Gallery staff, in liaison with Trinity College Dublin's IT Services.
- Manage the web server architecture and maintenance of dublin.sciencegallery.com (the Science Gallery website is Drupal based and hosted on the AWS cloud computing platform)
- Manage the gallery's data storage systems (both Windows server and Google suite).

- Responsibility for security, maintenance, inventory and storage of all Science Gallery technical, electronic and scientific equipment.
- Responsibility for documentation of all technical manuals gallery-wide. including key installation, maintenance and trouble-shooting instructions and production of a comprehensive technical dossier for any touring exhibitions.
- Responsibility for Science Gallery's data processing activities ensuring adherence with GDPR

2. Science Gallery exhibitions and events

- Liaise with artists and wider production team on all aspects of technical installs, ensuring that best practice in terms of art handling and technical practice are in place.
- Oversee all installations of AV equipment, specialist lighting and technical equipment for live events.
- Ongoing technical maintenance of artworks and exhibits, ensuring a high level of availability to the visiting public.
- Management of the galleries technical equipment and assets, maintaining a record of availability while overseeing proper use, maintenance and storage. Liaise with corporate clients on all technical aspects of live events.
- Attend programming and staff meetings as required, and assist with assessing open call submissions.
- Plan the technical resources required to deliver exhibition installs and de-installs.
- Be responsible for development and sign-off on event management plans (EMP) for major events and exhibitions in coordination with programming team.
- Conduct all risk assessments and method statements for programme activity where required.
- Be responsible for managing the gallery's technical budget.
- Ensure that the government frameworks for procurement are adhered to, thereby achieving cost-effectiveness and value for money.
- Training part-time technicians for inclusion in a freelance pool, scheduling the work of the freelance pool within a strict budget, and delegating within the pool as appropriate.

3. Building and Facilities

- Proactively manage the day to day operations of the buildings mechanical, electrical, telecommunications, waste, water, IT and security systems.
- Liaise with Trinity's Estates and Facilities Department, Housekeeping Department, Science Gallery team and any other stakeholders to plan for and address any building maintenance issues.
- Work with the Director/Ops Mgr to plan sustainably for the future in terms of energy use, equipment replacement, building maintenance and facilities for staff and visitors.
- Oversee build and install of exhibition elements.
- Attend and represent the gallery at relevant Trinity College Building Committee meetings.
- Be the main point of contact for incoming service contractors.
- Manage all Science Gallery storage areas both within the gallery and off-site.

4. Health and Safety

- Responsibility for ensuring that Science Gallery is a safe, compliant working environment and that best practice principles are applied.
- Develop, train others and audit safety standards and regulations.
- Document and update safety policies, training, regulations, compliance, and adverse events.
- Conduct walkthroughs and formal audits to evaluate safety needs and policies.
- Monitor equipment moves and maintenance, and make changes to procedures where required.
- Overseeing of CCTV systems, intruder and fire alarms.
- Acting as Health & Safety Officer and Chief Fire Warden.
- Develop and regularly review the Health & Safety policy and risk assessments for the building.

5. Other

- Act as an ambassador and advocate in representing the gallery.
- Adhere to stated staff policies and procedures, as set down in the induction handbook.

- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Participate in training and development programmes/courses to maintain and improve performance and to assist in identifying self-training and support needs.
- Participate and work within a performance management development system process.
- Any other duties as outlined by the Operations Manager or person appointed by the Operations Manager.
- This job description sets out the key responsibilities and tasks of the post and is not exhaustive and may be altered with the changing needs of the Gallery and its operations.

Person Specification

Qualifications

- 3rd Level qualification in technical, engineering or related discipline.

Knowledge & Experience

- At least 5 years experience in a Technical Management role within a public facing venue.
- Knowledge of current Health & Safety regulations and their correct implementation.
- Budgetary planning and management experience.
- Excellent knowledge of AV and lighting systems and an ability to master new systems quickly.
- Creative approach to the challenge of Science Gallery exhibitions and events programme.
- Excellent IT skills across PC and Mac and a positive approach to supporting colleagues.
- Experience in data protection activities and GDPR compliance.
- Ability to assess risks and to choose appropriately from a range of standards, guidelines and precedent.
- Demonstrated experience working with technically challenging installations as well as more traditional 2D and 3D works of art.

- Experience in managing teams and delegating where necessary.

Skills & Competencies

- The ability to think strategically and to find creative technical solutions to unexpected challenges in a fast-paced environment.
- A hands-on, practical and pragmatic approach to problem solving.
- Adaptable, flexible and capable of both focus and calm when working under pressure.
- Excellent interpersonal, diplomatic and communication skills and the ability to work as part of a team.
- Comfortable working at height. A valid safe pass would be desirable.
- Excellent attention to detail.
- Excellent organisational skills and the ability to work to deadlines and manage several projects concurrently.
- A passion for Science Gallery’s mission and vision.
- A flexible approach and ability to think outside the box and deal with unexpected situations.
- High self-motivation and ability to take initiative.
- Excellent time management and strong work ethic.

Application Information

In order to assist the selection process, applicants should submit a Curriculum Vitae and a Cover Letter (1x A4 page) that specifically address the following points in their application.

Please Note:

- Applicants who do not submit their cover letter will not be considered at the short list stage.
- Applicants should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

Further Information for Applicants

URL Link to Area	www.tcd.ie
URL Link to Human Resources	https://www.tcd.ie/hr/

Trinity College Dublin, the University of Dublin

Trinity is Ireland's premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University's establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed [18 broad-based multidisciplinary research themes](#) that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21st century. In creating these dedicated research themes, Trinity's researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland's first purpose-built Nanoscience research institute, CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity's researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University's flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University's internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies.

Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity's campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity's Library is the largest research library in Ireland and is an invaluable resource to Trinity's students and research community. Built up over the four centuries of the University's existence, the Library's collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe's only representative in the world's top-50 universities.

Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity's graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21st century.

Ranking Facts

Trinity is the top ranked university in Ireland. Using the QS methodology, the University is ranked 104th in the world and using the Times Higher Education World University Rankings methodology Trinity is 117th in the world.



Overall

- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 104th in the World, and 36th in Europe, in the 2018/2019 QS World University Ranking.
- Trinity is ranked in the Top 120 for Graduate Employability in the QS 2018 Rankings.
- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.¹
- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook's independent analysis.²

¹ <http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z0OCT>

² <http://pitchbook.com/news/reports/2015-2016-pitchbook-universities-report>

Internationalisation

- Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

Research Performance

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.
- Trinity is ranked in the top 15% internationally by QS for citations.

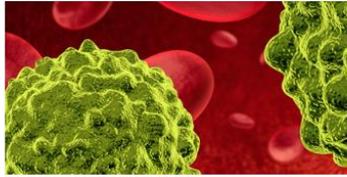
In the QS World University Subject Rankings:

- Trinity is ranked in the top 50 worldwide in four subject areas according to the QS World University Subject Rankings 2018. The University is ranked in the top 100 globally for 20 subjects overall.
- Trinity's Top 50 subjects include Nursing (25th), Classics (28th), English (28th) and Politics (43rd).
- Trinity is ranked in the top 100 for each of the following 16 subjects: History, Languages, Philosophy, Theology, Computer Science, Biology, Medicine, Pharmacy, Chemistry, Geography, Materials Science, Education, Law, Social Policy, Sociology and Sport.
- The University is ranked in the top 100 for three broad subject areas: Arts & Humanities (57th), Life Sciences & Medicine (87th), and Engineering & Technology (89th).

Research Themes



Ageing



Cancer



Creative Arts Practice



Creative Technologies



Digital Engagement



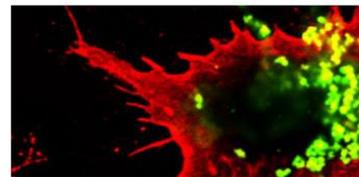
Digital Humanities



Genes & Society



Identities in Transformation



Immunology, Inflammation & Infection



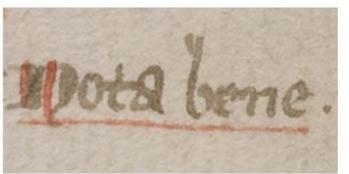
International Development



International Integration



Making Ireland



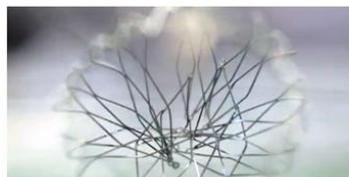
Manuscript, Book and Print Cultures



Nanoscience



Neuroscience



Telecommunications



Smart Sustainable Planet



Next Generation Medical Devices

The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification 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 University 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 University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University 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.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations <https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/> and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations <https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/>. Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to 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. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at <https://www.tcd.ie/diversity-inclusion/diversity-statement>.

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

Applicants should submit a full Curriculum Vitae to include the names and contact details of 3 referees (including email addresses), together with a cover letter (1x A4 page) that specifically addresses the application procedure set out above.

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT:

<http://jobs.tcd.ie>

If you have any application queries, please contact:

Claire Murray

Human Resources, House No. 4,
Trinity College Dublin, the University of Dublin

Tel: +353 1 896 3365

Email: murrac30@tcd.ie

