Post Specification 034645

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Research Assistant in Informal Learning, Science Gallery Dublin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Status:</td>
<td>Specific Purpose Contract – Full-time (12 months)</td>
</tr>
<tr>
<td>Research Group / Department / School:</td>
<td>Science Gallery, Trinity College Dublin, the University of Dublin</td>
</tr>
<tr>
<td>Location:</td>
<td>Naughton Institute, Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Research and Learning</td>
</tr>
<tr>
<td>Salary:</td>
<td>IUA Research Assistant Level 1, Point 9 (€28,816 per annum)</td>
</tr>
<tr>
<td>Hours of Work:</td>
<td>Full time (37 hours per week)</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>12 Noon (Irish Standard Time), 7th October 2020</td>
</tr>
</tbody>
</table>

Please note that Garda vetting will be sought in respect of individuals who come under consideration for a post.

Applicants should submit a full Curriculum Vitae to include the names and contact details of 2 referees (including email addresses), to:-

Mairéad Hurley, Head of Research & Learning, Science Gallery Dublin

mairead.hurley@dublin.sciencegallery.com

Post Summary

Science Gallery at Trinity College Dublin (http://www.sciencegallery.com) seeks to hire an enthusiastic Research Assistant, a key support role within the organisation reporting to the Open Science Coordinator and the Head of Research & Learning.

Science Gallery Dublin is the coordinator of the SySTEM 2020 project, and is also currently involved in a number of other research projects (OS Hub, SISCODE, spaceEU, Science Learning+,...
STEAM INC, PLASTIC and EU ARTificial Intelligence Lab). The Research Assistant will be part of the Research & Learning Team working to deliver and evaluate a variety of tasks as part of these projects.

**Standard Duties and Responsibilities of the Post**

- Assisting the Research & Learning Team in delivering on the projects listed above. This will involve a combination of the following: survey design and implementation, data collection, data analysis, stakeholder relationship building, workshop design & facilitation, event planning and production, and collection and evaluation of feedback;
- In particular, for SySTEM 2020, the post holder will be required to work with the project team to integrate project outputs into the 2021 Science Gallery Dublin programme. They will also have a key role in organising a final project event in Science Gallery Dublin in April/May 2021;
- Assisting the Research & Learning Team in the design and delivery of innovative educational programmes for young people which combine science and the arts. These will happen online, in Science Gallery Dublin, and in schools;
- Assisting in the administration of Science Gallery Dublin’s Research & Learning activities including planning, scheduling and liaising with workshop participants, parents, teachers, researchers, facilitators and external workshop leaders. This will include such tasks as handling enquiries relating to workshops, collating and organising consent and insurance forms, and liaising with third-level access programmes;
- Assisting with the planning and delivery of outreach activities, in particular Science Week (November 2020);
- Communicating with project partners in other institutions, and with collaborators in other departments within Trinity College Dublin;
- Preparing mailing list updates, website updates, social media and blog posts relating to the project activities;
- Assisting with qualitative and quantitative reporting to Science Gallery Dublin’s board, and to project partners and funders;
- Liaising with other teams within Science Gallery Dublin and Science Gallery International;
- Possible travel nationally to conferences, project meetings and trainings;
- Attending relevant training and CPD, including child protection training;
- Other duties as directed by the Head of Research & Learning and the Open Science Coordinator.

**Person Specification**
Qualifications
• A third level qualification in the arts, sciences, education, or a related field would be advantageous.

Knowledge & Experience (Essential & Desirable)
• Experience in an informal learning, science communication or outreach role (essential);
• Experience in developing and facilitating and evaluating educational activities (desirable).

Skills & Competencies
• Excellent communication skills, both written and verbal;
• Professional and welcoming presentation;
• Strong administrative and organisational skills, and an ability to manage and prioritise own workload and work to deadlines;
• Excellent computer, web and technical skills – comfortable communicating and facilitating in an online-only environment;
• Motivated, flexible, organised and able to use own initiative in a busy working environment;
• Excellent team player;
• Creativity, curiosity, high energy level, and an enthusiasm for meeting and working with a wide range of stakeholders
• Understanding of, and passion for the mission and vision of Science Gallery Dublin;
• Candidates should note that given the nature of the Science Gallery’s activities, flexibility in relation to working hours may be required on occasion. This may include working out of hours on evenings or weekends.

Further Information for Applicants

<table>
<thead>
<tr>
<th>URL Link to Area</th>
<th><a href="https://dublin.sciencegallery.com/">https://dublin.sciencegallery.com/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>URL Link to Human Resources</td>
<td><a href="https://www.tcd.ie/hr/">https://www.tcd.ie/hr/</a></td>
</tr>
</tbody>
</table>
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-idUSKCN0Z00CT](http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT)
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 coordination 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 2 referees (including email addresses), to:-

Mairéad Hurley, Head of Research & Learning, Science Gallery Dublin
mairead.hurley@dublin.sciencegallery.com