**Post Specification**

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| **Post Title:** | Research Assistant - Laboratory Co-ordinator |
| **Post Status:** | Specific Purpose Contract – Full-time |
| **Research Group / Department / School:** | Wellcome Trust HRB Clinical Research Facility, St James’s Hospital James’s Street, Dublin 8 |
| **Location:** | Wellcome HRB Clinical Research Facility,  St. James’s Hospital, Dublin 8 |
| **Reports to:** | Professor Martina Hennessy, and Assistant Director of Nursing (ADON) |
| **Salary:** | Appointment will be made no higher than point 11, IUA Pay Scale, |
| **Hours of Work:** | 39 hours per week (8am-4pm Monday to Friday) |
| **Closing Date:** | 08 August 2025, 12 Noon (GMT) |

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

**Post Summary**

The Research Assistant will be responsible for the supporting laboratory based research of clinical research projects conducted in the Wellcome HRB Clinical Research Facility (CRF) at St James’s Hospital. This will include sample processing and the supervision and training of other CRF and university research staff using the laboratory to support research projects. A smaller proportion of this job will also involve data entry of lab results into trial and study databases. The post is funded by an HRB Research Grant

**Standard Duties and Responsibilities of the Post**

**Laboratory Sample processing**

* Conduct sample processing in accordance with written procedures
* Collection, processing and shipment of biological samples for trials and clinical research studies
* Liaising closely with nursing staff regarding patient visits and laboratory processing of samples
* Ensuring the availability of adequate dry ice and the timely courier collection of samples
* To review proposed research protocols and provide input to site study feasibility reports (e.g. risk assessment, staffing needs, equipment / test availability etc.)
* evaluating laboratory support needs and feasibility for new studies.

Laboratory Coordination (80%)

* Using the CRF’s quality management system (QMS) , write and implement standard operating procedures to ensure the safe use of laboratory facilities, equipment maintenance and handling and processing of biological samples.
* Maintenance of laboratory documentation and laboratory study files.
* Maintain quality checks on lab safety, including biohazards, to ensure compliance with SJH/ TCD health and safety policies.
* Training of all staff members and researchers using the lab on the relevant procedures.
* Provide advice and training to investigators on sample processing, transport and storage.
* Be responsible for regularly updating own knowledge of Good Laboratory Practice, best practice and hospital and TCD policies.
* Skill training and demonstration of laboratory skills to colleagues and other university researchers as required
* Update job knowledge by participating in educational opportunities and reading technical publications.
* Play an active role in maintaining and enhancing the safety of the lab.
* Ensure laboratory is kept to a high standard in terms of cleanliness, stock maintenance, kit ordering and expired kits disposed of in a timely manner.

**Laboratory Equipment Monitoring and Maintenance**

* Ensure the up-to-date maintenance, certification, servicing and calibration of the CRF’s laboratory equipment.
* Monitor and maintain the temperature monitoring system for lab freezers, including out of hours monitoring.

**Data Entry (20%)**

* Assistance with data entry into clinical trials databases and research project databases under the direction of the data management team
* Other duties and tasks may be specified from time to time at the discretion of the management

**Funding Information**

Health Research Board Project Grant

**Person Specification**

**Qualifications**

* Bachelor of Science Degree or Medical Laboratory Technologist
* Minimum of 2 years clinical research laboratory or industry experience
* Proficient in Microsoft word, excel and outlook

**Knowledge & Experience (Essential & Desirable)**

* An interest in medical data and quality improvement
* Proficient in MS Office including Access and Excel for data manipulation
* Good people and collaboration skills are essential in this role
* Good problem solving skills and attention to detail
* Excellent time management skills

**Skills & Competencies**

* Ability to multi-task
* Self-starter who can work independently
* Confidence and ability to understand and navigate new IT systems quickly

**Application Procedure**

In order to assist the selection process, candidates should submit a Curriculum Vitae and a Cover Letter (1x A4 page) that specifically highlights what would make them a good match for this role and team.

**Note:**

* **Please note:** Candidates who do not address the application requirements above in their cover letter will not be considered at the short list stage.
* Candidates should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

Applications should be sent to:

Name: Derval Reidy

Email: [reidyde@tcd.ie](mailto:reidyde@tcd.ie)

**Further Information for Applicants**

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| URL Link to Area | https://www.sjhcrf.ie/ |
| URL Link to Human Resources | <https://www.tcd.ie/hr/> |

**GARDA CLEARANCE:**

Police vetting will be sought in respect of individuals who come under consideration for a post.

PLEASE NOTE: Applicants will be required to complete and return a Garda vetting form should they come under consideration for appointment.  In some cases they may be requested to complete the form on the day of interview.  This form will be forwarded to An Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided.  An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland.   If an applicant is not successful in obtaining the post for whatever reason, this information will be destroyed.  If an applicant, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

While applicants must complete information in relation to all addresses at which they have resided, the vetting is only done on addresses on the island of Ireland.

If an applicant has resided / studied in countries outside of Ireland for a period of 6 months or more, it is mandatory for them to furnish a Police Criminal Records Check/ Police Certificate from those countries stating that they have no convictions recorded against them while residing there.  Applicants will need to provide a separate Police Criminal Records Check/ Police Certificate for each country in which they have resided. The Police Criminal Records Check/ Police Certificate must be dated after the date the applicant left the relevant country. Applicants should provide documentation in the English and/or Irish language.  Translations must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the applicant.  Only original version documents will be accepted.

Applicants should be aware that any information obtained in the Garda Vetting process can be made available to the employing area.

It is the responsibility of the applicant to seek security clearances in a timely fashion as they can take some time.  No applicant will be appointed without this information being provided and being in order.

The following websites may be of assistance in this regard:

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

[www.psni.police.uk](http://www.psni.police.uk)

This website provides information on obtaining a national police clearance certificate for Australia

[www.afp.gov.au](http://www.afp.gov.au)

This website provides information on obtaining police clearance in New Zealand.

[www.courts.govt.nz](http://www.courts.govt.nz)

For other countries not listed above applicants may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance.  Original Police Clearance documentation should be forwarded to Human Resources where it will be copied and the original returned to the applicant by post.  **Any cost incurred in this process will be borne by the Applicant.**

**Trinity College Dublin, the University of Dublin**

Trinity is Ireland’s leading university and is ranked 98th in the world (QS World University Rankings 2023). Founded in 1592, the University is steeped in history with a reputation for excellence in education, research and innovation.

Located on an iconic campus in the heart of Dublin’s city centre, Trinity has 18,000 undergraduate and postgraduate students across our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences.

Trinity is ranked as the 17th most international university in the world (Times Higher Education Rankings 2020) and has students and staff from over 120 countries.

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 [19 broad-based multidisciplinary research themes](https://www.tcd.ie/research/themes/) that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. Trinity is also home to 5 leading flagship research institutes:

* Trinity Biomedical Sciences Institute (TBSI)
* Trinity College Institute of Neuroscience (TCIN)
* Trinity Translational Medical Institute (TTMI)
* Trinity Long Room Hub Arts and Humanities Research Institute (TLRH)
* Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN)

Trinity is 1st in Europe for Producing Entrepreneurs for the 7th year in a row and Europe’s only representative in the world’s top-50 universities

(Pitchbook 2021-2022).

Trinity is home to the famous Old Library and to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps and early printed material. The Trinity Library is a legal deposit library, granting the University the right to claim a copy of every book published in Ireland and the UK. At present, the Library’s holdings span approximately 6.5 million printed items, 400,000 e-books and 150,000 e-journals.

With over 120,000 alumni, Trinity’s tradition of independent intellectual inquiry has produced some of the world’s finest, most original minds including the writers Oscar Wilde and Samuel Beckett (Nobel laureates), the mathematician William Rowan Hamilton and the physicist Ernest Walton (Nobel laureate), the political thinker Edmund Burke, and the former President of Ireland Mary Robinson. This tradition finds expression today in a campus culture of scholarship, innovation, creativity, entrepreneurship and dedication to societal reform.

**Rankings**

Trinity College Dublin is the top ranked university in Ireland. Using the QS methodology we are ranked 98th in the world and using the Times Higher Education World University Ranking methodology we are 146th in the World.

* Trinity College Dublin is Ireland's No.1 University  
  (QS World University Ranking 2023, Times Higher Education Rankings 2022)
* Trinity is ranked 98th in the World  
  (QS World University Ranking 2023)
* Trinity is ranked No.1 in Europe for Producing Entrepreneurs for the 7th year in a row Pitchbook 2021-2022

Full details are available at: [www.tcd.ie/research/about/rankings](http://www.tcd.ie/research/about/rankings).

**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 hiring lead 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 Business, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations <https://dbei.gov.ie/en/What-We-Do/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://dbei.gov.ie/en/What-We-Do/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**

**Application Procedure**

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

**Name: Derval Reidy**

**Email Address:** [**reidyde@tcd.ie**](mailto:reidyde@tcd.ie)

