



Candidate Brief for the position of:

**Senior Technical Officer,
Faculty of Arts & Humanities**
(Fixed-Term Specified Purpose, 3 years)

Reference 47b/2021

Recruiting Difference; Reflecting Diversity

**Infinite
Possibilities**



Technological University Dublin **Bronze Award**

TU Dublin at a glance

The new University – formed by a merger of Dublin Institute of Technology (DIT), Institute of Technology Blanchardstown (ITB) and Institute of Technology Tallaght (ITT)

- Ireland's largest university with over 28,000 Students
- Over 3,000 International Students
- Over 3,000 staff members of academic, administrative and support staff
- Annual budget circa €200 Million
- Only University in Ireland to offer programmes from Level 6 to Level 10 on the qualifications framework
- Over 150 Sports & Student Societies
- Over 1,000 Research Community
- 3 Incubation Centres

For further detail, please see <http://www.tudublin.ie/>



TU Dublin – A New University for A Changing Ireland

TU Dublin is Ireland's first Technological University - an exciting new milestone in Irish Higher Education. With campuses in Dublin City, Tallaght and Blanchardstown, it spans the largest population centres of Ireland's capital city. Building on the rich heritage of its founding organisations - DIT, IT Blanchardstown and IT Tallaght – TU Dublin will be inclusive and adaptable, creating educational opportunities for students at all stages of their lives.

Academic excellence in science, the arts, business, engineering and technology converge in TUDublin to create the leaders of tomorrow. Our 28,500 students learn in a practice-based environment informed by the latest research and enabled by technological advances, with pathways to graduation from Apprenticeship to PhD.

Our thriving research community is engaged in applying innovation and technology to solve the world's most pressing challenges, collaborating with our national and international academic partners and our many networks in industry and civic society.

Dedicated staff offer an inclusive and welcoming learning experience and TU Dublin students develop as socially responsible, open-minded global thinkers who are ambitious to change the world for the better. As graduates, they will be enterprising and daring in all their endeavours, ready to play their part in transforming the future.

The Opportunity:

Established on the 1st January 2019, Technological University Dublin represents a significant step-change in the Higher Education landscape of Ireland. Building on the excellence of its three founding institutions, TU Dublin is the result of a shared vision and a collaborative journey towards building an internationally renowned Technological University.

Now, more than the sum of its parts, this exciting new University has the opportunity to have real impact. Known for academic excellence that is practice-based and research-informed, TU Dublin will engage with regional, national and global constituencies through research, innovation and enterprise. The University will deliver meaningful outcomes across the wider socio-economic environment by addressing challenges that have technological, economic and societal import.

In setting out to achieve its vision, TU Dublin aims to do so in a way that is collaborative and inclusive, but also dynamic and pioneering. Guided by values of integrity and openness, it will be daring and proactive, confident that both the University and its students have the potential to make a real difference - in the Dublin region and in the wider world.

The unique breadth of programme offerings in TU Dublin, combined with close engagement with industry and the professions, means that the experiential model of taught programme delivery, ranging from Apprenticeships through to Masters programmes, is second to none.

Research Masters and PhD programmes play a role in establishing new knowledge and insights, while industry-based research degrees further inform the educational mission.

In the Irish University landscape, the distinguishing feature of TU Dublin is its ability to leverage its industry engagement across all levels of teaching and research, enhancing the learning experience and driving the academic reputation.

Challenges:

Although a very new University, TU Dublin already has depth, reputation and the richness of the traditions of its founder institutions. These will form the scaffolding for the new institution, while the integration of policies, procedures and operational processes takes place internally. In tandem with this, a significant campaign of external stakeholder engagement is required to introduce TU Dublin to a wide range of audiences. This must include industry and policy-makers; alumni and prospective students; state bodies and not-for-profit NGO's; as well as academia in Ireland and globally. It must also include the wider Irish public. The objective must be to create an understanding of what is now a new University model in Ireland, but one that has produced exemplary Technological Universities throughout Europe, Australia, New Zealand and North America.

Scale:

The significant scale of TU Dublin serves to emphasise its importance in the Higher Education landscape in Ireland. With 28,500 students and a dedicated staff of 3,500, it is probably already the largest university in the country. As a degree-awarding body, TU Dublin attracts students at Level 6 through to Level 10 on the National Framework of Qualifications. Aiming to be inclusive and diverse, TU Dublin welcomes students of all nationalities and backgrounds. Currently 20% of students in the University were born outside of Ireland, while 15% have come through non-standard routes. An educational 'ladder' system enables students to enter and exit at the level that best suits their preparedness for higher education. This system provides students with the best opportunity to achieve their full potential. Many students who begin their studies at Level 6 gain in confidence and are encouraged to progress further than they originally believed they could.

Campus locations:

As a new University TU Dublin is very well served by its three main campuses, spanning the most highly populated areas of the Ireland's capital city.

The Blanchardstown Campus, just 13 km to the northwest of the city centre, was established twenty years ago. Academic and recreational facilities serving over 3,500 students are of a very high standard, including bespoke areas for early childhood studies; horticulture; sports management; and business incubation. The new 'Connect' building, officially opened by An Taoiseach earlier this year, includes both staff offices and student facilities, and further development of the campus is planned.

The Tallaght Campus is situated 12 kms southwest of the city centre. Currently serving a full-time student population of over 5000, the campus has strong and growing part-time student numbers attending a wide range of evening programmes aimed at professional upskilling. Close links have been established with the surrounding community and local industry, while the extensive grounds provide ample room for sporting activity for students and local clubs. Plans are well advanced for the construction of a new facility for Engineering programmes to be in place within the next three years.

In Dublin City centre, 20,000 TU Dublin students are based in a number of locations in the heart of the city. However, development of new flagship campus at Grangegorman in the north inner city is well advanced. The biggest educational project of its kind in Europe, the Grangegorman Campus is located on an exceptional 73-acre city centre site. The original 19th century buildings at the heart of the site have been beautifully restored and are now in use for students and staff. Two new Quads under construction, comprising 52,000 sq.ms, will welcome 10,000 students and 1000 members of staff in September 2020. The facilities in the East Quad (16,500 sq.ms) will include a 400-seat concert hall, recital rooms and exhibitions spaces that will showcase the work of over 3000 students of music, drama, media and the visual arts.

The 35,000sq m. Central Quad will include state-of-the-art laboratories for a range of science disciplines; kitchens and training restaurant for culinary arts and hospitality; and some of the largest teaching spaces on the campus, including a 250-seat lecture theatre. The next phase of construction will commence in mid-2020 and will deliver the West Quad to accommodate 5000 students of Business, and the Academic Hub which will see the development of an iconic library building incorporating ancillary facilities. A final phase will see the development of additional research capacity and the remaining disciplines, predominate.

Faculty of Arts & Humanities

The Faculty of Arts and Humanities at TU Dublin nurtures innovation and creativity across and between its schools and academic disciplines. The Faculty is committed to the development of knowledge which benefits society. The Faculty provides a range of unique and innovative programmes (usually first in their field) in a modular format including higher certificate, degree, master degree and doctorate, along with research opportunities in its research centres.

Conservatoire

TU Dublin Conservatoire is a centre of excellence for performing arts education. Its vision is to nurture a lifelong community of exceptional performing artists, educators, researchers and cultural citizens, through its mission of helping gifted actors and musicians unlock their maximum potential by providing outstanding artistic training grounded in craft, context and creativity.

The Conservatoire presents an exciting range of public performances each year, including opera and drama productions; orchestral and large ensemble concerts; staff and student recitals; concerts and workshops given by ensembles-in-residence; masterclasses and concerts by visiting artists; in-house competitions; summer programmes and open days.

Job Description

Role Overview

The “*Senior Performance Venues Technician*” – Senior Technical Officer - will be responsible to the President, Dean, and Head of Conservatoire for the supervision, coordination, administration and development of the City Campus EQ performance venues within TU Dublin, the Faculty of Arts & Humanities and the Conservatoire. S/He will be required to work closely with students, management, academic, technical and other staff.

The Conservatoire – in normal, non-Covid-19 times – holds approximately 150 events per academic year ranging from concerts, operas, theatre productions, masterclasses, competitions, performance classes and rehearsals etc., most of which are open to the public. Prior to the move to Grangegorman, performances were produced in multiple venues throughout Dublin city including the National Concert Hall, Peacock Theatre, Samuel Beckett Theatre, Smock Alley Theatre, St. Anne’s Church, University Church, Peppercanister Church, Hugh Lane Gallery etc. All of these performances will now be held in the Concert Hall, Recital Hall and Blackbox Theatre in the East Quad.

The Performance Venues STO role will include installing, operating and maintaining all lighting, sound and other technical equipment at the East Quad Concert Hall, Recital Hall and Blackbox Theatre, working closely with the Conservatoire Management, Events Manager, Ensemble and Concerts Manager to offer excellent service to all customers and departments, will provide effective and efficient supervision of all performance venue technical operations, will ensure the safety and comfort of customers in all performance spaces, maintain high standards in all areas of work, work in liaison with external users of the spaces to ensure the safety, security and maintenance of the venues.

Principal Accountabilities

The supervision of and administration of all technical staff and services within the EQ performance venues. This includes but not limited to:

Technical Performance Spaces

- Manage and carry out technical duties including, but not limited to; get-ins, get-outs, building and striking sets, rigging and de-rigging lighting, sound, AV equipment, staging, flying pieces, seating layout changes, operation of shows in any East Quad performance space or elsewhere as required.
- Ensure all equipment is in place for the commencement of Conservatoire performance activity, all concerts/productions and events.
- Help ensure a first class service and give hands-on support to all customers (internal/external)
- Work closely with the Conservatoire Events Manager to enable technical support to companies, hirers and in-house events in all EQ performance spaces.
- Ensure all technical equipment is fit for purpose, correctly stored, maintained and documented and used appropriately when required.
- Maintain and manage the general upkeep of the backstage areas, with the support of the technical team, including the stage, light and sound control boxes, dressing rooms and storage areas ensuring that they are kept clean, tidy and in order at all times Health and Safety
- Organising, preparing and setting up for performances, production runs, practical classes, demonstrations, assessments, practical examinations, project and research work, keynote lectures and other events within the performance venues.
- Installing and testing of software, making software available to appropriate users, ensuring anti-virus software is installed and kept up to date, network management where appropriate
- To be present, as required, at each event within the performance venues, including nights/weekends, if necessary for the entire duration of the event, to provide technical assistance as required. to provide demonstrations etc.
- Provide technical assistance to lecturers, students and other approved users on the safe operation and use of equipment and materials
- Repairing, maintaining, securing and storing of all venue-related equipment, and consumable materials
- Designing, modifying, building, testing, installation of equipment/hardware as appropriate, for teaching, research and events needs
- Take responsibility for maintaining an up to date inventory of all Conservatoire technical assets including consumables and equipment ensuring that they are appropriately stored and controlled. Make recommendations for improvements.

- Consulting with suppliers of equipment and consumable materials, obtaining technical specifications, quotations and ordering new equipment and consumable materials, taking delivery of equipment and materials, checking and installing as appropriate
- Preparing and updating technical instruction manuals as required
- Monitoring, testing and recording of condition of safety equipment to comply with Health and Safety Regulation and other Regulations specific to work Developing, updating, etc of hazard analysis documentation.
- Carry out of safety audits in all areas of operation in co-operation with other grades of staff
- Ensure visiting personnel operate and use of all Conservatoire/TU Dublin systems and equipment in the safe and appropriate manner.
- Maintain at all times a safe working environment and ensure that all health and safety policies are adhered to in relation to performance spaces, technical equipment and customers.
- Work with the Head of Conservatoire to ensure the health & safety policy remains up to date, relevant and legally compliant.

Management

- Assist the Events Manager to plan, co-ordinate and review the work of the Conservatoire to ensure the most effective use is made of resources.
- Ensure the smooth day to day running of production-related technical teams, manage technical team rotas and schedules when required and assist with recruitment of as-needed casual technical staff. Monitor performance and development of casual staff and ensure the appropriate direction and training are provided.
- Ensure effective and regular communication with staff, contractors and suppliers to facilitate the smooth operation of Conservatoire and University activities in the EQ venues.
- Ensure the intentions and requirements of the Conservatoire/TU Dublin's policies are applied personally and by casual production staff.
- Passing on work directions from Head of Conservatoire/Head of Department/recognised Head of Function as agreed and being responsible for ensuring completion of work.
- Recording/Supervising and administering of attendance in accordance with current University practices.
- Scheduling, co-coordinating and guiding work activities following consultation.
- Assist with the Training Needs Analysis Programme.
- Be responsible for Quality Assurance procedures, as regards technical staff, e.g. stock control.
- Be responsible for compiling health and safety audits and ensure compliance of the implementation of other health and safety regulations as they pertain to the technical function.
- Assist with budget management, specifying equipment and consumable materials requirements and co-ordination of purchasing. Advising on and specifying requirements for new and updated equipment, workstations, workshops etc.

- Assisting Head of Conservatoire and central university functions with budget control and estimates for annual running and development costs
- Assisting in agreeing and monitoring agreed service level agreements.
- Providing and contributing to reports as required from time to time.
- Supporting the role of the technical staff and making representations in relation to appropriate resources.
- Managing/administration of computer/information technology and visual aids facilities
- Support collaborative research frameworks developed with other Universities/Agencies and help in the writing of School/Department/Function and joint research proposals
- Where necessary, assist in the supervision and training of graduate and, post-graduate students in performance venues technical techniques
- Arranging for safe disposal of used materials e.g. materials containing toxic, hazardous and volatile materials
- To oversee compliance with quality assurance requirements
- Attend school or other meetings as required from time to time
- To participate in all committees/groups of which s/he is a member or to which s/he is assigned
- Participate in ongoing training and professional development.
- Represent the Conservatoire/TU Dublin with internal and external stakeholders and the wider arts community, build constructive relationships to help further the work of the Conservatoire/University.
- Work in a flexible manner compatible with the job requirements and in line with the mission and vision of the Conservatoire and TU Dublin.
- Undertake such other appropriate duties as may be assigned from time to time by the Head of Conservatoire or other University authorities.

Person Specification

The ideal candidate will demonstrate the appropriate mix of knowledge, experience, skills, talent and abilities as outlined below:

Knowledge and Experience

- Masters' Degree and at least 5 years post qualification experience in relevant environment and at an appropriate level **(Essential)**
- Good knowledge of Health and Safety legislation **(Essential)**
- Specialist technical knowledge in designated area **(Essential)**
- Minimum two years relevant experience working in a venue/theatre technical department/touring company or similar **(Desirable)**
- Experience of customer liaising and advising with customers to ensure delivery of technical requirements for the best outcome of the event and venue. **(Desirable)**
- Experience in programming and operating sound, LX and digital equipment including track record in venue/theatrical technical department/touring company or similar. **(Desirable)**

- Experience of event management **(Desirable)**
- Hands on technical experience in the safe operation of rigging, counterweight flying systems and hoists, building and striking sets, staging and preparing theatre spaces for performances and events. **(Desirable)**
- Demonstrate an ability to read and understand technical plans, with knowledge of associated CAD and other applications **(Desirable)**
- Understanding of venue management including operational aspects **(Desirable)**
- Understanding of venue management systems **(Desirable)**

Skills, talents & abilities

- Skills necessary to supervise, co-ordinate and direct technical staff **(Essential)**
- Good organisational and problem solving skills **(Essential)**
- Management and interpersonal skills **(Essential)**
- Evidence of personal development through further educational training **(Essential)**
- Ability to take initiative, give leadership and work with people **(Essential)**
- In addition, ideally have the ability to assist in writing up research proposals at University, College/Directorate, School, Department and Function level **(Essential)**
- Ability to motivate and develop individuals and a team. **(Desirable)**
- Passionate about live performance and the arts in general **(Desirable)**
- Positive, energetic and creative with a 'can do' attitude **(Desirable)**
- Ability to carry out physically demanding duties. **(Desirable)**
- Calm with diplomatic negotiating skills **(Desirable)**
- Excellent time management skills including punctuality **(Desirable)**
- Demonstrable ability to prioritise and work under pressure. **(Desirable)**
- Willingness to work flexibly which will require evening, weekends and some public holidays over a 7 day rota. **(Desirable)**
- Demonstrate experience of customer liaising and advising with customers to ensure delivery of technical requirements for the best outcome of the event and venue. **(Desirable)**

Eligibility to compete

Eligibility to compete is open to candidates who are citizens of the European Economic Area (EEA) or Switzerland. The EEA comprises member states of the European Union along with Iceland, Liechtenstein and Norway. Other candidates may be eligible to compete subject to their having an appropriate work permit for the nature and duration of the position.

For Technological University Dublin staff, a secondment for the duration of the contract may be considered.

Terms and Conditions of Employment

A full statement of terms and conditions of employment will be given to the successful applicant in accordance with Terms of Employment (Information) Acts 1994 and 2001.

The main terms and conditions of employment are as follows:

Tenure:	The post will be offered on a Fixed-Term Specified Purpose basis.
Location:	The successful candidate will initially be based in TU Dublin, Grangegorman but may be reassigned at the discretion of TU Dublin.
Salary:	The successful candidate will be appointed at point (01) of the Senior Technical Officer Salary Scale i.e. €62,123 gross per annum. Remuneration may be adjusted from time to time in line with Government pay policy. Incremental credit may apply in line with University policy.
Hours of work:	A 36.5 hour working week is in operation. This can be reviewed by collective agreement, with the Minister for Education & Skills. Having regard to the nature of the work, attendance outside these hours may be required from time to time.
Probation:	The terms of the University's Staff Induction policy and Probation procedure may apply.
Annual leave:	Annual Leave and Public Holidays shall be granted as per the Holidays (Employees) Act 1973 and Organisation of Working Time Act 1997. The annual leave entitlement for this post is 29 days per annum this is inclusive of the University closure days.
Retirement:	This is a pensionable post. Specific details of the scheme will be dependent on the successful appointee's individual status and therefore such details will be provided at the time of appointment. 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.
Sick Leave:	The terms of the TU Dublin Sick Leave policy will apply. Sick leave will be in accordance with arrangements authorised from time to time by the Minister for Education & Skills.

Other conditions:

Nature of the post

The post will be on a Fixed-Term Specified Purpose Wholetime and Pensionable basis, subject to the terms of the provisions of the Technological Universities Act 2018.

Application Process

Application Form

Applications will be accepted through the online application service at www.tudublin/vacancies. A CV will be required in addition to the application form. All correspondence from the University regarding your application will be by email. Please ensure that the security filters on your email provider will accept emails from TU Dublin.

Closing Date

The closing date for applications is **5pm (Irish Time) on Friday, 31st March 2023**. Late applications will not be accepted.

It is anticipated that interviews for this post will take place in week beginning **7th May 2023**. The interview assessment will be **50** minutes in length and will include a presentation of **10** minutes² duration. The topic of this presentation will be as follows:

“Outline your high level vision for excellence in technical support for the performance venues in the East Quad, TU Dublin, as pertains to schools and external users”.

Contact information

For further information about this post please contact: andrea.marcelin@TUDublin.ie

For queries regarding the application process, please contact Marina Murtagh at 01-220 5064 between 9.30 and 5.00pm, Monday to Friday or at Marina.Murtagh@tudublin.ie

Further Information for Candidates

Canvassing will automatically disqualify.

You are also advised that you can only submit one application per competition. Should you have any issues with your submission, please contact us.

TU Dublin is an equal opportunities employer and is committed to the 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.

In accordance with TU Dublin's Protection of Children and Vulnerable Adults policy, all candidates applying for a post will be required to disclose previous convictions or pending prosecutions on the Application Form. Candidates applying for a position in a Designated Area will be required to undergo Garda Vetting as part of the selection process. Decisions regarding appointments may be made by University Management based on the candidate's declaration.

The University may require candidates to undertake a pre-employment medical with an Occupational Health Physician. Normally pre-employment medicals are required for positions with a duration of one year or more. The primary purpose of the pre-employment medical is to assess an individual's fitness for a particular position or occupation with regard to the requirements for that post. TU Dublin will have regard to its obligations under the Disability policy to make reasonable accommodation for a candidate.

A conditional offer of employment may be made to the successful candidate(s) **subject to** submission and verification of required evidence of qualifications, professional experience, references, pre-employment medical, Garda Vetting as appropriate. No appointment will be made unless Human Resources verify a candidate's academic qualifications and/or evidence of professional experience required for the role. In this regard, where a qualification and/or professional experience is an essential criterion, candidates will be required to provide original academic transcripts, parchment and original statements from previous employers. The cost incurred by an applicant for requesting an academic transcript will not be covered by the University. The University reserves the right to verify documentation with the relevant bodies/employers.

Appointees are also required to furnish:

- as evidence of age, a certified extract from a Public Register of Birth or passport;
- Proof of PPS Number (e.g. social services card);

Appeals:

If a candidate wishes to appeal either a shortlisting decision or a Selection Board decision, they must indicate their intention to do so by submitting an email to the Resourcing Manager (referred to as HR Management throughout this appeals process) within 2 working days of the date upon which written notification to the unsuccessful candidate is issued. The email notice of intent must be followed by the submission of the Appeal Form to HR Management. The completed Appeal Form must be submitted no later than 5 working days of the date upon which written notification

to the unsuccessful candidate is issued or up to 3 working days after the submission of the email notice of intent. Further details in relation to the University's Recruitment, Selection & Appointment Policy, including details in relation to the Appeals Procedure, can be found at the following link: [Recruitment, Selection and Appointment Policy](#)

Guidance on completing the Application Form:

"Technological University Dublin (TU Dublin) is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce reflective of the wider community. TU Dublin aims to attract the best people who have the experience, knowledge, skills, abilities and competencies to support the University's mission. TU Dublin supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications and accommodates candidates with disability to apply for posts"

[Recruitment, Selection and Appointment Policy](#)

The following section is designed to give advice to candidates on how to make their best application.

1. In accordance to TU Dublin's commitment to equality of opportunity for all job applicants, if you have a disability that prevents the use of the online system, you will be supported in your application and HR will send you an application pack. You are asked to request any reasonable accommodation in sufficient time to ensure you can participate fully in the process.
2. In accordance to TU Dublin's commitment to equality of opportunity for all job applicants, the University seeks to gather equality data on its applicants to determine if we are reaching all members of society. The section on Equal Opportunities Monitoring of the application form asks questions regarding the race, age, etc of applicants. Please note that this section is voluntary and does not have to be completed. The data entered does not appear on the application, and is not seen by any of the Selection board or HR staff. Instead the data is used for statistical purposes only.
3. In order to make a valid application for the post advertised, you must complete all sections of the Application form and you must also submit a CV. In relation to Academic or Research posts, unless otherwise directed in this document, you should limit the number of publications/attachments to a maximum of three.

4. In Section E of the application form, you are asked to provide the details of two referees. If we contact your referees (following interview) they will be given a copy of the job description for the post and the requirements of the role and in this context, they will be asked to comment on your professional work/ability and on your character. TU Dublin also reserves the right to contact referees directly.
5. In the supporting statement, at Section F, you have the opportunity to highlight particular skills, competencies, achievements and personal qualities to support your application. This section carries a word limit of 2,000 characters including spaces. You should adhere to this word limit if you choose to submit this statement by uploading a word document.
6. TU Dublin applies a shortlisting process for all competitions. Therefore, you should ensure that the information provided clearly and fully describes how you satisfy the essential, desirable, and any of the other role requirements set out in the Person Specification. It is important to ensure that your application clearly demonstrates that you hold the qualifications, knowledge and experience required for the role.

Normally, the number of applications received for a position exceeds that required to fill existing and future vacancies of the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, TU Dublin may decide that a number only will be called to interview. In this respect, TU Dublin provides for the use of a shortlisting process to select a group for interview who, based on an examination of the applications appear to be the most suitable for the position. The Selection Board will examine the applications against a pre-determined criteria based on the requirement of the position as advertised. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. **With that in mind, it is therefore, in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.**

7. Where possible TU Dublin will indicate the anticipated Interview date within the candidate brief. It is the University's preference that candidates attend for interview in person. However, if you reside outside the island of Ireland or if you will be temporarily abroad on the date of the interview, TU Dublin may facilitate video conferencing which you must request if you are shortlisted and invited to interview. It is your responsibility to provide the conditions appropriate to an interview setting at the agreed interview date and time, and that you have access to compatible technology to allow the interview to take place.
8. Dublin will not accept a late application. Most competitions are open for up to three weeks. You will not be able to submit an application on the online system once the deadline is passed. Therefore, you should ensure you allow sufficient time to make your application in advance of the closing time.

9. When completing your application, please refrain from copying and pasting or using certain spurious characters such as (\ /“!%^&*#~<> #), etc. If these characters are used in the text, or when copying and pasting are used, then eRecruit may throw up an error message and may not allow you to submit your application. In addition, if you are attaching a supporting statement instead of typing it into the box provided, please remember to keep to the 2,000 character limit and to also type into the supporting statement box ‘see attached’, if this box is left blank, the application may not submit.

10. For information on the University's Data Protection Policies and Procedures, please see our website <https://www.tudublin.ie/explore/gdpr/> and our Data Protection Notice for Recruitment Candidates <https://www.tudublin.ie/media/website/explore/privacy-policyx2fgdpr/documents/appendices/E-Recruitment-Candidates-4-12-20.pdf>

For further information regarding TU Dublin please log onto <https://www.tudublin.ie/>