Professor of Cancer Nursing

School of Nursing & Midwifery, Trinity College Dublin in partnership with the Dublin Midlands Hospital Group
Post Specification

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Professor of Cancer Nursing</th>
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<tbody>
<tr>
<td>Post Status:</td>
<td>Permanent, Fulltime</td>
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<tr>
<td>Department/Faculty:</td>
<td>School of Nursing &amp; Midwifery, Trinity College Dublin, the University of Dublin</td>
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<tr>
<td>Reports to:</td>
<td>Academic: Head of School, School of Nursing &amp; Midwifery Clinical: Chief Director of Nursing &amp; Midwifery, Dublin Midlands Hospital Group</td>
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<tr>
<td>Salary:</td>
<td>This appointment will be made on the Professor 101B salary scale (£117,915 to £151,477) at a point in line with Government Pay Policy <a href="https://www.tcd.ie/hr/assets/pdf/monthly-academic.pdf">https://www.tcd.ie/hr/assets/pdf/monthly-academic.pdf</a></td>
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<tr>
<td>Hours of Work:</td>
<td>Hours of work for academic staff are those as prescribed under Public Service Agreements. For further information please follow the link below: <a href="http://www.tcd.ie/hr/assets/pdf/academic-hours-public-service-agreement.pdf">http://www.tcd.ie/hr/assets/pdf/academic-hours-public-service-agreement.pdf</a></td>
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<tr>
<td>Closing Date:</td>
<td>12 Noon (Irish Standard time) Thursday 3rd September 2020</td>
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The successful candidate will be expected to take up the post in the academic year 2020/2021 or as soon as possible thereafter.

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

The proposal to establish the post of Professor of Cancer Nursing is the result of collaboration between Trinity College Dublin, the Dublin Midlands Hospital Group (DMHG) and supported by the National Cancer Control Programme (NCCP).

Cancer, its prevention, diagnosis and treatment are a major challenge for our society. In establishing the Professor of Cancer Nursing post, the aim is to contribute to the national cancer care strategy, the Dublin Midlands Hospital Group Strategy and research strategy in Trinity College Dublin. The post-holder will be based at Trinity College Dublin and there is 50/50 split in relation to academic and clinical elements of the role with designated office facilitates in each location.

The post will form part of the University, Dublin Midlands Hospital Group and the NCCP strategic investment in cancer care research. Trinity College Dublin and the School of Nursing & Midwifery in collaboration with the Dublin Midlands Hospital Group, have identified cancer as a key health research pillar. The reconfiguration of Cancer Care Services has resulted in Trinity College Dublin’s affiliation with hospitals delivering Cancer services. St. James’s Hospital is one of the eight cancer centres of the HSE National Cancer Control Programme (NCCP), and one of five hospitals in the Dublin Midlands Hospital Group delivering Cancer services. The range of services encompasses diagnosis, staging and all aspects of cancer treatment.

Radiation therapy services are provided by Trinity College Dublin affiliated St. Luke’s Radiation Oncology Network and an on-site radiation oncology facility is now present on the St. James Campus. Trinity College Dublin is also affiliated with Tallaght University Hospital, Naas General Hospital and the Midland Regional Hospital Tullamore. It is also associated with Children’s Health Ireland which will be the national centre for cancer treatment in children. Trinity is advancing the Trinity St. James’s Cancer Institute, a cancer research institute which seeks to exploit the latest knowledge for understanding cancer to inform best practice and seeks to position Ireland as a leader in cancer research internationally.

The School of Nursing & Midwifery, Trinity College Dublin, and Dublin Midlands Hospital Group are seeking to appoint a motivated and talented individual who will become an integral part of the clinical and academic multidisciplinary research team and will enable the sustainability of cancer care services and healthcare research innovation in the future. The successful applicant will have a distinguished reputation in cancer care research and will be expected to provide leadership in cancer research, practice development, teaching and lead on the recommendations of 2017 – 2026 National Cancer Strategy specifically related to the development of a culture in the cancer care system that values research to the benefit of patients, and is supportive of those who engage in it. The person appointed is expected to lead, contribute to and build the School’s existing research and teaching profile in the area of cancer management and advance the translational and practice research priorities by developing and disseminating evidence-based care within the local, national and international contexts. A core priority is to lead on research related to improvements in patient reported outcomes and patient experience.
**Person specification**

The ideal candidate must have:

- **Primary degree (or equivalent) and PhD or Professional Doctorate in Nursing.**
- **Registration with the Nursing & Midwifery Board of Ireland (NMBI) as a Registered General Nurse or, for overseas candidates, the ability to register with NMBI as a Registered General Nurse.**
- **Minimum of 5-7 years’ experience in general/cancer/haematology nursing practice.**
- **A track record of research output in cancer nursing.**

**Further Information**

Informal enquiries about this post should be made to:

- **Professor Anne-Marie Brady** Head of the School of Nursing & Midwifery, [ccomiske@tcd.ie](mailto:ccomiske@tcd.ie)
- **Eileen Whelan**, Chief Director of Nursing & Midwifery & Quality, Dublin Midlands Hospital Group, [cdonm.dm@hse.ie](mailto:cdonm.dm@hse.ie)

**Professorship at Trinity College Dublin**

Professorship is the highest academic post within the College. The holder of a Professorship plays a central leadership role in regard to the development of the relevant discipline and represents it at a senior level inside and outside the College. The qualifications for appointment to such a position are as follows: high academic distinction with the capacity to provide leadership in the development of the subject and in the promotion of teaching and research; capacity to represent effectively the discipline inside and outside the College; capacity to act as Head of an academic Unit/Discipline.

The new post aims to provide strategic and operational input to expanding and developing cancer research and practice at Trinity College Dublin, and affiliated services within the Dublin Midlands Hospital Group. The new post aims to enhance health outcomes for people, an improved service user experience and quality of cancer nursing by enhancing innovations, research, service, practice and policy development, and evidence-based practice.

The appointment of a Professor of Cancer Nursing with an international reputation and track record in cancer nursing research will support hospital, university and Dublin Midlands Hospital Group strategies and service plans. The Health Service Executive and the National Cancer Control Programme has clearly identified the requirement for alignment and integration of education, training and research, driven by evidence-based patient care priorities. Since its inception, the School of Nursing and Midwifery has successfully established itself as the largest and the leading School in Ireland for national and international nursing, midwifery and healthcare research and is ranked in the top 50 Schools globally in the QS World University Subject Rankings in 2020. The key objective of its Strategic Plan 2014-2019 is to build on past achievements and enhance its national and international contribution to healthcare education, research and policy. The appointment of a Professor of Cancer Nursing is identified as a central part of the School’s strategy and is considered essential to achieving the objectives of advancing practice-based research and quality patient care.

In line with the wider College strategy, one of the key pillars of research and research strengths within the School is Cancer. The post will build on the current research activity and research priorities of the School and will complement the research interests and service development activity of service provider partners in the Dublin Midlands Hospital Group.

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Role description

Research:
The candidate should have a well-established record of research output in cancer/haematology nursing, including publications in relevant high-quality peer-reviewed journals. They will have a proven ability to attract substantial funding and be productive in research output as a Principal Investigator and have experience in leadership in practice-based developments, research and dissemination. The core skills required will be the ability to engage in and, when appropriate, initiate national and international practice-orientated research projects; and an ability to collaborate with colleagues at an interdiscipliary level in practice and academia. The person will have the ability to attract competitive national and international research funding and will be able to communicate the outcome and value of research. They will be expected to establish research links within the University service areas and to develop collaborations with voluntary sector and service user groups.

A core aspect of this role will be to develop a programme of national and internationally funded research in the field of cancer nursing, and to support new and innovative modes of health care delivery. The person will also use their clinical and research experience to anticipate trends, and predict needs, and contribute to developing, implementing and evaluating national cancer control policies. In addition, the person will develop a culture of nursing research within the hospitals, and encourage and mentor others, especially clinical nursing colleagues (Advanced Nurse Practitioners/ Clinical Nurse Specialists), to conduct and participate in research, and support the development of collaborations across partner hospitals and internationally.

Teaching/learning:
The successful candidate will be expected to provide academic leadership in all teaching and related activities in the University and clinical services at undergraduate and postgraduate level, including research supervision. The candidate must have proven experience in the organisation and delivery of clinically based and multidisciplinary teaching and practice development, with a view to translating evidence into practice. The candidate will be required to become familiar with education provision and course structures within the School and the longer-term implications for the preparation of, and professional and practice development for nurses at different specialist levels who work in the field of cancer.

Clinical Practice:
The candidate must be a qualified and registered general nurse and should have an established track record and international reputation in the field of cancer care. They will be expected to engage with a number of key stakeholders as relevant to specialist cancer services clinical practice to include but not limited to the NCCP National Clinical Lead for Cancer Nursing, Nursing and Midwifery Practice Development Units, Centers of Nursing and Midwifery Education and voluntary and charity sectors. They will be expected to engage in education/ clinical governance fora established by the DMHG and the NCCP National Cancer research Group. They will be expected to play a key role in the future development of clinical services in line with the DMHG strategic plan and the NCCP, and to liaise between the service providers and the University to integrate the needs of the clinical services with the clinical experience needed by students and registered nurses. There will be a requirement to support the work currently under way relating to nurses supporting National clinical trials. The candidate will provide academic leadership to staff in cognate areas across the School’s partner hospitals and region, and College.

Discipline:
The successful candidate will be expected to demonstrate a proven track record in contributing to the discipline and community of general nursing at national and international level. In addition, they will demonstrate a commitment to their own professional development.

Management:
The candidate will be expected to take an active role in the management of the School as required by the Head of School and to actively contribute to the development of academic staff in areas of research and publications. In addition, the candidate will be required to contribute to College through engagement in administrative roles at School and College level.

The Post:
When working in the hospital environment, the post-holder will work collaboratively with the Group Chief Director of Nursing & Midwifery, the hospital Directors of Nursing and within the multi-professional environment to develop research and standards of nursing care and will do so in the context of the strategic requirements of associated organisations. The post-holder will also be expected to assist in the continued development and application of a research and development culture in the hospitals of the Dublin Midlands Hospital Group.
Knowledge and Experience

The duties of the post fall into the categories of research and scholarship, teaching, clinical practice, service to the University and engagement with the Discipline/Society.

1. Accountability:
Within the Hospitals, the post-holder will be professionally accountable to the Chief Director Nursing and Midwifery, Dublin Midlands Hospital Group, whose hospitals include St. Luke's Radiation Oncology Network, St. James's Hospital, Tallaght University Hospital and others. Within the University, the post-holder will be accountable to the Head of the School of Nursing and Midwifery, Trinity College Dublin.

2. The candidate will be required to:
Teaching:
• Give instruction in your subject, under the direction of the Head of the General Nursing Discipline and Head of the School of Nursing and Midwifery Trinity College Dublin, in accordance with the curriculum from time to time approved by the University Council, for all degrees, diplomas, certificates and modules of the University and College at undergraduate and postgraduate level.
• Give instruction on your subject, under the direction of the Head of School/Head of Discipline, to those undertaking higher training and continuing education.
• Support clinical education as a subject matter expert in the clinical setting.
• Be required to examine candidates in your subject.
• Participate in the administrative organisation and audit of such teaching, and examinations, as directed by the Head of the School of Nursing and Midwifery.
• Supervise research students and assist in the co-ordination and delivery of appropriate research elements in conjoint postgraduate nursing programmes with Trinity College Dublin.

Research:
• Develop a strong programme of research in their field across the DMHG and the hospital/community interface and support the work of the Trinity Institute of Population Health, the Trinity Centre for Practice & Healthcare Innovation and the Trinity St. James’s Cancer Institute.
• Develop existing and forge new collaborations with national and international networks to lead and participate in grant applications in the field of cancer research.
• Facilitate and support multi-disciplinary research across the region including the hospital community interface.
• Undertake and promote the development of research in the field of cancer with academic colleagues particularly those within the General Nursing Discipline and facilitate research capacity building across the School’s early and mid-career researchers.
• Guide nursing research within the framework of the current clinical service structures – Clinical Care Programmes to advance patient care.
• Encourage and conduct inter and intra-professional research and practice development initiatives collaboratively with both nursing colleagues and multidisciplinary teams at Trinity College Dublin/Dublin Midlands Hospital Group/St. James’s Hospital/St. Luke’s Radiation Oncology Network.

– Promote and develop productive strategic links in nursing and clinical research between Trinity College Dublin/ Dublin Midlands Hospital Group and the wider health service.

– Work collaboratively with the Nursing Practice Development units to disseminate research findings within the practice development framework to promote evidenced based practice in nursing.

– Secure funding and advise and assist Trinity College Dublin School of Nursing and Midwifery and nurses within Dublin Midlands Hospital Group to secure external funding to conduct research and to support nursing programmes.

• Disseminate research findings through conference, presentations and publication in high impact peer-reviewed journals in partnership between the three partner organisations.

• Promote awareness of nursing research across the region and at national level.

Clinical Practice:
• Champion innovative approaches to research and practice development across all sites.

• Demonstrate leadership in academic and service development matters relating to patient care, patient safety and quality nursing practice.

• Contribute to the development of business cases and bids for resources to support health services research and service development initiatives.

• Provide a nursing research perspective and opportunities in line with the strategic direction of service development in the Dublin Midlands Hospital Group.

• Develop and implement strategies to attract and sustain health service grant applications and ensure income growth from these.

• Strengthen the involvement of nurses in research and audit and monitor changes in nursing practice as a result of the implementation of evidence-based practice.

• Support Registered Nurses/Clinical Nurse Specialists/ Advanced Nurse Practitioners in the development of their research role.

• Improve access to the best available evidence to guide nursing practice.

• Ensure that the team makes the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner that integrates well with systems throughout the organisation.

• Report the progress of related audit and research projects to DMHG Chief Director of Nursing and Midwifery via the established Nursing Clinical / Research governance structure.

Contribution to Discipline:
• Represent the Hospitals and General Nursing Discipline on appropriate national and international advisory boards and professional bodies.

• Lead on, or contribute to, policy submission and agenda setting for key professional and health organisations/groups.

Contribution to School and College:
• Contribute to the delivery of the School’s strategic plan.

• Support the Head of School through engaging in management and administrative activities as required.

• Contribute to the development of academic staff.

• Promote the development of patient-focused research and education within the School.

• Contribute to College through engagement in administrative roles.

• Promote nursing research in the field of cancer control across the College.

• Forge new collaborations with researchers across the College to support the development of cancer research.

• Develop links with Trinity Centres and Institutes to support increased representation of the School in large scale cross-disciplinary grant applications.
Applications will only be accepted via our e-recruitment system at http://jobs.tcd.ie

Applicants must provide the following information when applying for this position:

1. Cover letter (1 x A4 pages maximum).
2. Comprehensive curriculum vitae including full data on publications.
3. Names and contact details (i.e., addresses and e-mail) of three referees who will be in a position to provide references.
4. Research statement, summarising research to be carried out in the next two years and including details of funding to be sought (2 x A4 pages maximum).
5. Teaching statement, summarising teaching experience and approach (2 x A4 pages maximum).
6. Statement of the candidate’s vision for their contribution in a leadership role within the School of Nursing and Midwifery (1 x A4 pages maximum).

PLEASE NOTE:

• Applicants who do not address the application requirements above in will not be considered at the short list stage.
• Applicants should note that the interview process for this appointment will include the delivery of a presentation.
The School of Nursing and Midwifery

Since its inception, the School of Nursing and Midwifery has successfully established itself as the largest and the leading School in Ireland for national and international nursing, midwifery and healthcare research. It has been the highest ranked School of Nursing and Midwifery in Ireland by the QS World University rankings since the ranking began and is currently ranked in the top 50 globally. The key objective of its Strategic Plan 2014-2019 is to build on these past achievements and enhance its national and international contribution to healthcare education, research and policy. The appointment of a Professor of Cancer Nursing is identified as a central part of the School’s strategy and is considered essential to achieving the objectives of advancing practice-based research and quality patient care.

Our Mission

We aim to provide leadership in multi-professional healthcare research, education and practice at local, national and international levels. We strongly support the principle of equal access, and encourage all students and staff to achieve their full potential within an open, liberal and facilitative environment. The ethos of the School is one that sees the patient/client as the primary focus. We seek to make a major contribution to evidence-based, high quality health care on the Island of Ireland and abroad and will achieve this through excellence in the provision of teaching for pre- and post-registration nurses and midwives and in the conduct of world-class research.

Our Vision

Nursing and midwifery practice, rooted in compassion, draws upon extensive knowledge and care experience to provide physical and psychological care of the highest quality. Nurses and midwives will take centre stage in ensuring efficient and effective delivery of accessible, integrated and consumer driven healthcare, will creatively design health related programming and services and will ensure quality through advocacy, policy-making, service management, education and research.
Dublin Midlands Hospital Group

Dublin Midland Hospitals serves a population of approximately 800,000 people, with over 10,000 staff. The Hospital Group is made up of seven clinical sites:

- St. James’s Hospital
- Tallaght University Hospital
- Naas General Hospital
- Midland Regional Hospital Portlaoise
- Midland Regional Hospital Tullamore
- Coombe Women and Infants University Hospital
- St. Luke’s Radiation Oncology Network

Trinity College Dublin is our Academic Partner. Our philosophy is based on placing our patients’ safety at the forefront of care delivery through building trust through openness and transparency. Empowering patients to participate in their care through education and communication is a key aspect to advancing nursing care. In association with Trinity College Dublin, DMHG is committed to education, research and innovation as an integral component of patient care and staff development.

2020 Dublin Midlands Hospital Group Strategic Intent

The Dublin Midlands Hospital Group (DMHG) Strategic Plan 2018 - 2023 aims to address the challenges being experienced by Group hospitals including the increasing demand for services, changing care needs, pressure on existing infrastructure and the need to maintain a skilled and committed workforce. The strategic priorities are informed by our population profile, projected demographic trends and current capacity and activity across the hospitals. It prioritises developing clinical networks and pathways across and between hospitals and our primary and community care partners.

This Dublin Midlands Hospital Group (DMHG) Strategic Plan 2018-2023 - continues to pursue its five strategic aims:

1. To deliver excellent standards of quality and patient safety.
2. To optimise service delivery ensuring patients are treated in the right place, at the right time by the right people.
3. To develop integrated care between the Dublin Midlands Hospital Group and its Community and Primary Care partners.
4. To foster education, academic research and innovation.
5. To strengthen co-operation and collaboration between Dublin Midlands Hospital Group hospitals.

In addition, the DMHG will commit to supporting the delivery of the elements of the Sláintecare 2019 Action Plan, recognising the importance of the Sláintecare Implementation Strategy to deliver a sustainable and equitable health and social care service over the next ten years. Appreciating that cancer, its prevention, diagnosis and treatment are a major challenge for our society DMHG welcomes the Professor of Cancer Nursing post. We look forward to working closely with the Professor of Cancer Nursing realising the significant potential this post will have in supporting the advancement of cancer nursing care in our hospitals to achieving better outcomes where possible or supporting a dignified end of life care for our patients.
St. James’s Hospital

St. James’s Hospital is the largest teaching hospital in Ireland with a long-standing relationship with Trinity College Dublin and is committed to further integrating research, education, innovation and clinical cancer services to establish itself as a Cancer Center with an outstanding international clinical reputation.

A major milestone to establishing itself as a comprehensive cancer center was the designation and accreditation awarded by the Organisation of European Cancer Institute (OECI) to the Trinity St. James’s Cancer Institute in September 2019. This accreditation and designation programme allowed the Trinity St. James’s Cancer Institute to benchmark itself against other international centres and set out a roadmap to the structures, systems and services to enable the Cancer Institute achieve its goal of attaining a recognised comprehensive cancer centre designation.

Creating a national and internationally recognised cancer institute requires a common framework and strategic vision to bring cancer clinical care, research and educational together. The TSJCI will endeavour to continue with its current programmes that will support the ambition to evolve into a comprehensive cancer centre. It is these programmes that have and will continue to inform the development and investment plan set out in this document.

The Trinity St. James’s Cancer Institute has as its central mission; the provision of outstanding integrated care to patients with cancer. Our goal is to improve outcomes for patients by integrating clinical care and each patient’s pathway with research, including translational research, clinical trials, and research focused on quality of life, and by educating the next generation of cancer clinicians, scientists and other healthcare professionals. Access to innovative clinical trials related to the cause, diagnosis, prevention and treatment of cancer is a key element of this strategy. The design, organisation and development of the clinical pillar of the Institute has the patient at the centre at all times. Future planning emphasises the importance of enhanced fully comprehensive ambulatory (daycare/outpatient-based) facilities as a key component of the clinical pillar.

The development of the Cancer Institute in collaboration with Trinity College Dublin underlines St. James’s Hospital’s commitment to advancing cancer services and positioning the hospital as one of Ireland’s leading centres of cancer care, achieving better experiences and outcomes for patients.

St. Lukes Radiation Oncology Network

The St. Luke’s Radiation Oncology Network (SLRON) provides the largest radiation oncology service in Ireland across three centre’s. St. Luke’s Hospital, Rathgar and on the campuses of St. James’s Hospital and Beaumont Hospital. SLRON is dedicated to excellence in patient care, research and education with patients and their families at the centre of everything the service provides. SLRON is committed to providing the most modern radiation oncology service’s.

Investments in technology over the last six years have allowed the service to provide access for patients to modern radiotherapy treatment, including a number of services not previously available within the HSE, or in the republic of Ireland (such as stereotactic radiotherapy). In line with the National Plan for Radiation Oncology, SLRON is committed to ongoing development of the service to ensure sufficient capacity for the greater Dublin region. “The provision of modern cancer care requires sophisticated multidisciplinary teams drawing on an extended spectrum of expertise. We look forward to expanding our collaborative clinical and research projects within the Dublin Midlands Hospital Group to ensure our patients have access to the best possible multidisciplinary care at all stages of their radiotherapy treatment.”
Trinity College Dublin, the University of Dublin

Trinity is Ireland’s leading university and is ranked 108th in the world (QS World University Rankings 2020). 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 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 the top-ranked European university for producing entrepreneurs for the past five successive years and Europe’s only representative in the world’s top-50 universities (Pitchbook Universities Report).

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 is the top ranked university in Ireland and ranked 108th in the world (QS World University Rankings 2020). Trinity ranks in the top 50 in the world on 4 subjects and in the top 100 in 18 subjects (QS World University Rankings by Subject 2020).

Full details are available at: 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 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 applicants are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to applicants 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 applicants in their application (Cover Letter and CV) will be used to shortlist for interview.


Non-EEA applicants should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA applicants 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.
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
- www.psnipolice.uk

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

- www.afp.gov.au

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

- 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.
Application Procedure

Applicants should submit all required documentation as per application information set out above.

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT

http://jobs.tcd.ie

If you have any application queries, please contact:

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

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