



## Post Specification

<b>Post Title:</b>	Research Assistant – Herbarium Digitiser
<b>Post Status:</b>	Full time, Specific Purpose
<b>Research Group / Department / School:</b>	Trinity College Dublin Herbarium, Trinity College Dublin, the University of Dublin / Botany, School of Natural Sciences
<b>Location:</b>	Trinity College Dublin Herbarium, Botany, Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
<b>Reports to:</b>	Madison Windsor
<b>Salary:</b>	Appointment will be made on the Research Assistant Salary Scale at a point 1 in line with Government Pay Policy [€33,791 per annum], appointment will be made no higher than point 3
<b>Hours of Work:</b>	39 hours a week
<b>Closing Date:</b>	12 Noon (Irish Standard Time), 1 March 2026

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

## **Post Summary**

Trinity College Dublin is home to an historic 'library of plants' – an herbarium – of immense cultural, historical, and scientific value. The herbarium contains approximately 500,000 dried, pressed and identified plants that have been preserved within large leather-bound books dating back to the age of global exploration (including Captain Cook's voyages 1772-1775), and as individual meticulously labelled sheets with historic inscriptions of their collector's name, place, and date of collection. These plant specimens contain irreplaceable scientific information that can be mined using advanced scientific techniques to track trends in global biodiversity, to examine the impacts of climate change on our natural world and to inform conservation efforts.

The herbarium has recently received funding from the Department of Housing, Local Government and Heritage for an ambitious, eight-year project that aims to transform Trinity's herbarium into a modern, plant science research laboratory and to digitise and image our specimens, so they can be made available online to the global research opportunity. One year into the project, we have successfully databased 60,000 specimens and imaged 40,000.

We are seeking a dedicated and passionate research assistant to assist the Herbarium Digitisation Coordinator to continue digitisation efforts at an increased pace within Trinity College Dublin herbarium. We also offer the opportunity for the candidate to present a passion project to work on one day a week alongside regular digitisation efforts. This can be in many forms (i.e. Specific plant group of interest, collector, location, books etc). Successful candidates will include potential ideas in their application.

## **Standard Duties and Responsibilities of the Post**

The successful candidate will:

- Minimally database herbarium specimens with care (i.e. read specimen labels and successfully transcribe information).
- Work with herbarium visitors and users to database and refile specimens according to their updated identifications.
- Image specimens using high-tech digitisation suites in Capture One.

- Use BRAHMs database to upload specimen data and fully database specimens from images.
- Mount loose herbarium specimens.
- Perform other duties from time to time as directed by the project.

### **Funding Information**

National Parks and Wildlife Services, Department of Housing, Local Government and Heritage.

### **Person Specification**

#### **Qualifications**

BSc or Masters in field relevant to the project (botany, plant sciences, biodiversity and conservation, archive management, or a reasonable alternative)

### **Knowledge & Experience**

#### **Desirable:**

- Experience in digitising herbarium specimens or in other museum digitisation projects.
- Experience working in natural history collection relational databases.
- Experience in a methodical workspace
- Experience working closely within a small team

### **Skills & Competencies**

- Highly motivated individual with the ability to effectively plan, execute, and deliver project outputs within deadlines.
- A proven ability to work within complex archival databases.
- Effective communication, interpersonal and organisation skills.
- Excellent team working skills with emphasis on equality, diversity, and inclusion.

### **Application Procedure**

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

## **Further Information for Applicants**

URL Link to Area	<a href="http://www.tcd.ie">www.tcd.ie</a>
URL Link to Human Resources	<a href="https://www.tcd.ie/hr/">https://www.tcd.ie/hr/</a>

**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 12th most international university in the world (Times Higher Education Rankings 2020) and is also the highest ranked university in Ireland.

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 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 University Report 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 98<sup>th</sup> 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.

The Selection Committee may avail of telephone or video conferencing or in person interview. 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 cover letter and full Curriculum Vitae to include the names and contact details of 2 referees (including email addresses), to:-

**Madison Windsor & Dr Peter Moonlight**

**madison.windsor@tcd.ie**

**moonlisp@tcd.ie**



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VACANCIES IRELAND**  
[universityvacancies.com](http://universityvacancies.com)



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