



**Post Specification (Comp: 033968)**

<b>Post Title:</b>	Occupational Therapist - Part-Time (0.5 FTE)
<b>Post Status:</b>	Specific Purpose Contract (approx. 9 months)
<b>Department/Faculty:</b>	Trinity Centre for People with an Intellectual Disability, School of Education, Trinity College Dublin, the University of Dublin
<b>Location:</b>	School of Education Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
<b>Reports to:</b>	Head of School
<b>Salary:</b>	Appointment will be made on the Occupational Therapist HSE Scale Salary Scale] at a point in line with Government Pay Policy [€36,296 to €43,717 per annum pro rata], appointment will be made no higher than point 6.
<b>Hours of Work:</b>	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>
<b>Closing Date:</b>	12 Noon (Irish Standard Time), Monday, 3 <sup>rd</sup> February 2020
<b>Expected interview date</b>	20 <sup>th</sup> February 2020

**The successful applicant will be expected to take up the post as soon as possible. Please note that Police vetting will be sought in respect of individuals who come under consideration for a post.**

## **Post Summary**

This post provides the opportunity to experience the reality of a dynamic and emerging area of occupational therapy practice within a university setting. This is a multi-faceted role, working with students, graduates, colleagues and external business partners. The occupational therapist will work closely with the Senior Occupational Therapist and Business Pathways Coordinator to support students and graduates of the Arts, Science and Inclusive Applied Practice course with their transition through college and into the workplace. The post provides an appropriate combination of clinical responsibility and experience and enables the individual to develop professional and personal competencies that result in good quality service delivery. The post will be a challenging and new experience providing a graduate with a supervised and supportive learning environment that will provide them with a basis for their future career. The occupational therapist will have the opportunity to work within an evidence-based service where the Person-Environment-Occupation Model is utilized.

## **Further Information**

Informal enquiries about this post should be made to Professor Michael Shevlin:

[mshevlin@tcd.ie](mailto:mshevlin@tcd.ie)

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

The Occupational Therapist will be responsible for the following:

### **Professional/Clinical**

The Occupational Therapist will:

- Report to the Senior Occupational Therapist and work to support students and graduates of the Arts Science and Inclusive Applied Practice course with their course and work placements.
- Be responsible for assessment and intervention planning with the students and graduates using the Person-Environment-Occupation Framework.
- Maintain professional standards in relation to confidentiality, ethics and legislation.
- Participate in team meetings as appropriate, communicating and working with other team members.

- Participate in regular supervision with the Senior Occupational Therapist.
- Support with the day-to-day running of occupational therapy within the Trinity Centre for People with Intellectual Disabilities.
- Where required support the team with generic duties in the Trinity Centre for People with Intellectual Disabilities.
- Seek advice and assistance from his / her supervisor / manager with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.
- Maintain quality standards of practice

### **Education and Training**

The Occupational Therapist will:

- Participate in mandatory training programmes
- Participate in continuing professional development including in-service training, attending study-days/conferences / courses relevant to practice, promoting and contributing to research etc.

### **Health and Safety**

The Occupational Therapist will:

- Work in a manner with due care and attention to the safety of self and others.
- Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation and regulations and standards within Trinity College Dublin, and nationally.
- Be aware of risk management issues, identify risks and take appropriate action.
- Report adverse incidents.

### **Administrative**

The Occupational Therapist will:

- Document sessions with students, graduate's session focus, texts, phone calls, emails etc.

- Keep up-to-date statistics and other administrative records as required by the TCPID and the School of Education.
- Engage in IT developments as they apply to service users and service administration.
- Keep up to date with developments within Trinity College Dublin and the Irish Health Service.
- Carry out duties as assigned by the Head of School of Education.
- Participate in the establishment and maintenance of standards for quality improvement and adhere to existing standards and policies

### **Person Specification**

#### **Qualifications**

##### Essential:

Hold a degree in Occupational Therapy or an equivalent qualification and be eligible for membership with the AOTI.

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

##### Essential:

- Have experience of working with people who have an intellectual disability.
- Be registered on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU.

##### Desirable:

- Have experience of working with students in an educational setting.
- Have experience of working in person-centred transition planning.

#### **Skills & Competencies**

- Demonstrate sufficient knowledge, reasoning skills and evidence-based practice to carry out the duties and responsibilities of the role
- Demonstrate the ability to work in a resourceful manner and the ability to manage self in a busy working environment

- Demonstrate a commitment to the delivery of a high quality, person centred work
- Demonstrate ability to take initiative and to be appropriately self-directed
- Demonstrate the ability to evaluate information and make effective decisions
- Display effective communication and interpersonal skills including the ability to collaborate and work in partnership with colleagues, students, graduates and business partners.
- Demonstrate effective team working skills
- Demonstrate flexibility and openness to change
- Demonstrate commitment to continuing professional development

### Application Information

Applicants should provide the following information when applying for the post of Part-Time Occupational Therapist.

1. A comprehensive curriculum vitae.
2. A Cover Letter (1x A4 page) that illustrates, through past example(s), the ways in which their career or occupational therapy student experience to-date makes them a suitable candidate for this role.
3. The names and contact details (i.e. addresses, e-mail, etc.) of three referees
4. PLEASE NOTE: Candidates who do not submit this additional information may not be considered for shortlisting

### 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.

### Further Information for Applicants

URL Link to Area	<a href="http://www.tcd.ie/tcpid/">www.tcd.ie/tcpid/</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 premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University's establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed [18 broad-based multidisciplinary research themes](#) that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21<sup>st</sup> century. In creating these dedicated research themes, Trinity's researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland's first purpose-built Nanoscience research institute, CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity's researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University's flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University's internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies.



Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity's campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity's Library is the largest research library in Ireland and is an invaluable resource to Trinity's students and research community. Built up over the four centuries of the University's existence, the Library's collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe's only representative in the world's top-50 universities.

Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity's graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21<sup>st</sup> century.

## Ranking Facts

Trinity is the top ranked university in Ireland. Using the QS methodology, the University is ranked 104th in the world and using the Times Higher Education World University Rankings methodology Trinity is 117<sup>th</sup> in the world.



## Overall

- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 104th in the World, and 36th in Europe, in the 2018/2019 QS World University Ranking.
- Trinity is ranked in the Top 120 for Graduate Employability in the QS 2018 Rankings.
- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.<sup>1</sup>
- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook's independent analysis.<sup>2</sup>

<sup>1</sup> <http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT>

<sup>2</sup> <http://pitchbook.com/news/reports/2015-2016-pitchbook-universities-report>

## **Internationalisation**

- Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

## **Research Performance**

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.
- Trinity is ranked in the top 15% internationally by QS for citations.

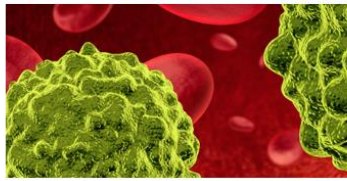
## **In the QS World University Subject Rankings:**

- Trinity is ranked in the top 50 worldwide in four subject areas according to the QS World University Subject Rankings 2018. The University is ranked in the top 100 globally for 20 subjects overall.
- Trinity's Top 50 subjects include Nursing (25<sup>th</sup>), Classics (28<sup>th</sup>), English (28<sup>th</sup>) and Politics (43<sup>rd</sup>).
- Trinity is ranked in the top 100 for each of the following 16 subjects: History, Languages, Philosophy, Theology, Computer Science, Biology, Medicine, Pharmacy, Chemistry, Geography, Materials Science, Education, Law, Social Policy, Sociology and Sport.
- The University is ranked in the top 100 for three broad subject areas: Arts & Humanities (57<sup>th</sup>), Life Sciences & Medicine (87<sup>th</sup>), and Engineering & Technology (89<sup>th</sup>).

## Research Themes



**Ageing**



**Cancer**



**Creative Arts Practice**



**Creative Technologies**



**Digital Engagement**



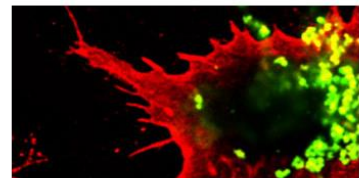
**Digital Humanities**



**Genes & Society**



**Identities in Transformation**



**Immunology, Inflammation & Infection**



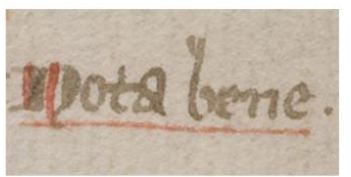
**International Development**



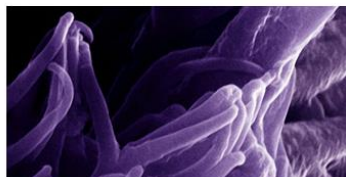
**International Integration**



**Making Ireland**



**Manuscript, Book and Print Cultures**



**Nanoscience**



**Neuroscience**



**Telecommunications**



**Smart Sustainable Planet**



**Next Generation Medical Devices**

## The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of 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.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/> and the

Ineligible Categories of Employment are set out in Schedule 4 of the Regulations

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/>. Non-EEA

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.

## Application Procedure

Applicants should submit a full Curriculum Vitae to include the names and contact details of 3 referees (including email addresses), together with a cover letter (1x A4 page), a Teaching Statement and Research Plan as outlined in the Application Process above.

**APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT:**

<http://jobs.tcd.ie>

If you have any application queries, please contact:

**Aidan Fitzgerald**

**Recruitment Partner**

Human Resources, House No. 4,

Trinity College Dublin, the University of Dublin

**Tel: +353 1 896 1893**

**Email: [fitzgea9@tcd.ie](mailto:fitzgea9@tcd.ie)**

