



Job Description

Job Title: Technical Officer

Accountable to: Operations Manager

Job Summary: To assist with technical procedures and investigate and develop future technical matters on behalf of the Institute and its associates and subsidiaries.

Principal Responsibilities

1. Dealing with all enquiries of a technical nature.
2. Assisting with the co-ordination of the Technical Co-ordination Committee.
3. Assist with the co-ordination of the Institute's Registration Authority for complaints of a technical nature.
4. Assist the PR Agency and Magazine Publishers with technical articles.
5. Research and analysis of relevant technical matters and publications.
6. Assist with the furtherance of technical developments through the involvement in European innovation projects led by the Institute.
7. Undertake other duties as required.

Conditions of Service:

Normally 35 hours (9.00am – 5.00pm Monday to Friday, but occasionally outside office hours).

Salary paid monthly in arrears.

Annual leave – 20 days per annum plus public holidays.

Matters referred to in the Employment Handbook as appropriate are deemed to form part of the conditions of employment.