



## POSITION DESCRIPTION

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<b>Position:</b>	6807 Technician (Education)/ Job No 492818
<b>Work Area:</b>	Academic Support Unit – Moreton Bay campus
<b>Classification:</b>	University of the Sunshine Coast Level 5
<b>Supervisor:</b>	Team Leader, Sport, Education, Exercise Science and Allied Health
<b>Incumbent:</b>	Vacant

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### VISION

To become Australia's premier regional university.

### MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

### VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

### OVERVIEW OF ACADEMIC SUPPORT UNIT, TECHNICAL OPERATIONS

Technical Operations forms part of the Academic Support Unit and provides technical support to staff and students across multiple disciplines and campuses to fulfil the teaching and research goals of UniSC. Functional areas include compliance and operational safety; high risk placements and off campus activities; sport, exercise and science laboratories; clinical, nutrition, paramedic and engineering facilities. Technical Operations works collaboratively with UniSC's Schools and work areas to provide the expertise and technical support for innovative teaching, research excellence, and outstanding learning experiences for students, ensuring these core activities meet legislative and governance requirements.

### PRIMARY OBJECTIVES OF THE POSITION

1. Provide technical support and expertise to a range of undergraduate classroom-based teaching programs, in order to facilitate a quality practical experience and ensure students' successful completion of all learning objectives and outcomes;
2. Contribute to the safe working practices within the teaching and dispensary facilities, including compliance with risk management; and



3. Manage equipment and facility requirements for practical classes, including booking systems, routine maintenance of equipment, inventory management and stock control to ensure the teaching facilities are equipped and fully operational for teaching activities.

### **NATURE AND SCOPE OF POSITION**

Under the general direction of the Team Leader – Sport, Education, Exercise Science and Allied Health, the Technician (Education) provides technical support and expertise to the undergraduate teaching programs in Education, Creative Industries and Design. This position will enable undergraduate practical based teaching activities through the delivery of established operational processes and procedures, as well as through expert technical knowledge. A significant function of this position is ensuring that the Education classes are adequately resourced, equipped and set up for all teaching activities. This position also facilitates Creative Industries student loans for project work and contributes to stock control and problem solving of standard procedures, as well as assisting in the development and implementation of new methods. The role requires undertaking safe working practices, performing, documenting, and implementing outcomes of risk assessments, routine maintenance of equipment and facilities and ensuring compliance with WH&S requirements within the teaching and dispensary facilities.

### **KEY ACCOUNTABILITIES OF THE POSITION**

1. Liaise with academic staff to determine practical teaching requirements and loanable asset requirements;
2. Prepare, set up and pack up Education and Creative Industries resources for teaching activities ensuring class deadlines are met;
3. Manage equipment booking systems and resources including regular testing, maintenance, storage, and cleaning ensuring all equipment is functional and fit for purpose – this includes educational robotics and creative industries audio visual recording devices.
4. Responsibility for the registration and maintenance of Creative Industries and Education assets, including electronic scheduling and inventory system, as well as user training.
5. Comply with WHS policies and procedures, including work instructions, facility inductions, safe work practices and risk management.
6. Perform stock control activities including identifying stock (consumables) required, record usage and manage stock takes;
7. Assist the technical team to ensure a high level of technical support is maintained across all areas at Moreton Bay campus including Exercise Science and Nutrition.
8. Actively participate in enhancing a high functioning team and positive work culture, including teamwork, agility, and excellence in service delivery and;
9. Provide accurate and timely advice to the Team Leader and other university stakeholders as required.

### **KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY**



Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Completion of a relevant Education or Creative Industries degree or a combination of relevant experience and education/training may also be considered in a tertiary education environment;
2. Previous work experience in providing a broad range of technical support in teaching activities in the area of Education and/or Creative Industries, including operation of teaching equipment and procedures in these disciplines;
3. Sound interpersonal skills including the ability to communicate effectively with a range of people and to embrace and foster a positive work environment;
4. Sound organisational and time management skills to manage a busy resource booking system with changing demands in a client focused fast changing academic environment;
5. Working knowledge of risk management procedures relevant to education and creative industries including compliance with work health and safety requirements,
6. Ability to maintain high standards of cleaning/housekeeping in a practical teaching environment with the expertise to document reports and produce operational procedures.
7. Sound analytical and problem-solving skills relevant to general education or creative industries teaching support including the ability to conduct quality checks on equipment as well as use various software applications related to teaching; and
8. A current class 'C' Drivers Licence

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

***UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.***