



## POSITION DESCRIPTION

School of Physics  
Faculty of Science

### Technical Officer – Laboratories

Female applicants are encouraged to apply for this position

<b>POSITION NO</b>	0009354
<b>CLASSIFICATION</b>	UoM 5
<b>SALARY</b>	\$76,886 - \$88,312 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Melaku Alemu Tel +61 3 8344 9483 Mob:0450 930 194 Email <a href="mailto:melaku.alemu@unimelb.edu.au">melaku.alemu@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Elders, and descendants of the Wurundjeri people who have been and are the Custodians of these lands. We acknowledge that the land on which we meet was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

## ***Position Summary***

The Technical Officer – Laboratories is part of the professional staff team delivering technical and academic support for the School of Physics undergraduate teaching program.

The Technical Officer – Laboratories reporting to the Laboratory Manager, works closely with other professional staff supporting the school teaching environments and academic staff.

The Technical Officer – Laboratories is responsible for contributing to the smooth and efficient running of teaching laboratories through the provision of quality technical support including the timely preparation and turnaround of equipment for practical classes. This includes setting up experiments, providing practical support in teaching environments, managing the maintenance of laboratory equipment, managing consumables inventories, and being responsible for safety.

The position is also responsible for providing academic support which includes scheduling of laboratories, allocating and training of teaching staff, actively contributing to developing and maintaining existing laboratory notes.

## ***1. Key Responsibilities***

### **1.1 TECHNICAL SUPPORT**

- ▶ Setup physics experiments for undergraduate laboratories, providing hands on technical support to lab demonstrators & students during laboratory sessions. Performing general housekeeping before, during and after practical sessions and monitoring health and safety during practical sessions.
- ▶ Maintain laboratory and IT networked equipment; liaise and arrange servicing, repair and calibration as required.
- ▶ Monitor, maintain and order consumables for the teaching laboratories in line with the Teaching Laboratories Budget, as identified by the Laboratory Manager.
- ▶ Maintain work areas, storage areas and laboratories in a neat and tidy condition.
- ▶ Accurately prepare and maintain laboratory documentation including technical laboratory manuals, safety records, equipment, and consumable registers, maintain laboratory asset listing and cataloguing practical equipment and devices. Stock and maintain an inventory of consumables required to support practical classes.
- ▶ Working knowledge of all technical teaching environments, to proactively contribute to planning and coordination of lab teaching activities and provide cover as required.
- ▶ Identify and address any academic issues within the first year teaching laboratory, escalating to the attention of Academic Coordinator or Laboratory Manager as appropriate.
- ▶ Any other duties as requested by the Laboratory Manager which are required to support the lecture demonstration and practical class programs.

## 1.2 ACADEMIC SUPPORT

- ▶ Support development of lab timetable, in conjunction with responsible academic.
- ▶ Manage allocation of demonstrators and tutors.
- ▶ Manage rescheduling of student laboratory classes where necessary.
- ▶ Deliver introductory training on experimental setups to lab demonstrators.
- ▶ Provide support and actively participate in maintaining and updating practical experiment notes and notes relating to set up of practical classes and demonstration manuals.
- ▶ Participate and support the School of Physics engagement activities such as outreach programs and Open day.
- ▶ Under the direction of the Laboratory Manager and academic staff, support the development of new experiments. This includes developing a prototype & setting up trial for proof of concept.

## 1.3 OHS RESPONSIBILITIES

- ▶ Implement and enforce university policy and procedures to ensure safety compliance in the workplace. Prepare and review safety documents, identify hazards and effectively manage and mitigate risk.
- ▶ Cooperate with all health and safety policies and procedures of the university and take all duty of care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.
- ▶ Provide OHS support to the Laboratory Manager, for identified tasks to support the overall monitoring of OHS requirements for the teaching laboratories and the school.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## 2. *Selection Criteria*

### 2.1 ESSENTIAL

- ▶ A Physics qualification to degree level without subsequent relevant work experience or an equivalent combination of relevant experience and/or education and training.
- ▶ High-level communication and interpersonal skills with the ability to relate well to staff and students.
- ▶ Demonstrated experience as a laboratory technician.
- ▶ Demonstrated time management skills and the capacity to be flexible and creative in addition to the ability to solve problems independently.
- ▶ Demonstrated ability to work as part of a team as well as individually.
- ▶ Demonstrated ability to work independently with minimal supervision and contribute positively to the effective working of a team.
- ▶ Demonstrated experience using IT based laboratory management systems and high level of competence in using Microsoft Office Suite.

### 2.2 DESIRABLE

- ▶ Previous experience working within a tertiary education environment.

- ▶ Previous experience working in Physics Laboratory/Physics Technical Workshop and engineering, preferably in the higher education sector in Physics.
- ▶ Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

### **3. Job Complexity, Skills, Knowledge**

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Technical Officer – Laboratories will work under the general supervision and direction of the Laboratory Manager and receives support from this role. The Technical Officer-Laboratories has responsibility for individual time management and prioritising tasks.

Most tasks will be performed independently with the incumbent being responsible for the solution of problems involved with the routine operation of the undergraduate laboratories.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Technical Officer – Laboratories is required to prioritise workloads and will be expected to apply their training and experience to problem solving. The solution of technical and logistical problems will be based upon technical and administrative expertise and experience and standard operating procedures.

Under general direction from the Laboratory Manager, Technical Officer – Laboratories is required to prepare a teaching laboratories manual that provides experimental guidance for staff and lab demonstrators.

Technical Officer – Laboratories is required to demonstrate skills & knowledge in setting up physics experiments, calibrate, test & confirm accuracy of the experimental outcome before students and demonstrators are engaged in the practical activity.

Technical Officer – Laboratories is required to demonstrate skills to repair, maintain and troubleshoot scientific equipment including being able to use power and hand tools to perform basic electronic and mechanical repair of equipment.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Technical Officer – Laboratories requires working knowledge of university policies and procedures. The incumbent will apply this knowledge and experience to a range of procedures and tasks.

The incumbent will, under general direction from the Laboratory Manager, prioritise their time to ensure all necessary duties are accomplished to facilitate the smooth running of practical classes

#### **3.4 RESOURCE MANAGEMENT**

The incumbent will, under broad direction from the Laboratory Manager, prioritise their time to ensure all necessary duties are accomplished to facilitate the smooth running of practical and lecture demonstrations by preparing and setting up the materials, equipment and other duties associated with the position.

The position is responsible for managing the purchases of laboratory consumables ensuring purchases are in line with the Teaching Budget and under supervision of the

Laboratory Manger.

### **3.5 BREADTH OF THE POSITION**

The Technical Officer – Laboratories liaises with a broad spectrum of academic staff, professional staff and research and undergraduate students within the School of Physics and the University. The Technical Officer – Laboratories has further responsibilities with regards to the laboratory team, which involve ensuring a constant flow of communication between the laboratory and administrative staff.

## ***4. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## ***5. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## ***6. Other Information***

### **6.1 SCHOOL OF PHYSICS**

[www.physics.unimelb.edu.au/](http://www.physics.unimelb.edu.au/)

The University of Melbourne's School of Physics is one of Australia's leading Physics Schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of physics subjects to undergraduate and postgraduate students, and performs research in the following areas: Astrophysics, Atomic, Molecular and Optical Physics, Experimental Condensed Matter Physics, Experimental Particle Physics, Materials Science, Physical Biosciences, Theoretical Condensed Matter Physics and Theoretical Particle Physics.

The School of Physics hosts the following ARC Centre of Excellence groups:

- ▶ ARC Centre of Excellence for Dark Matter Particle Physics
- ▶ ARC Centre of Excellence for Transformative Meta-Optical Systems (TMOS)
- ▶ ARC Centre of Excellence for Gravitational Wave Discovery (OzGrav)
- ▶ ARC Centre of Excellence in All Sky Astrophysics (ASTRO 3D)
- ▶ ARC Centre of Excellence for Quantum Computation and Communication Technology (CQC<sup>2</sup>T)

The School also plays a major role in the Australian Synchrotron research program, and in the development of the Stawell Underground Physics Laboratory.

Currently some 30 academics, 51 research-only staff, more than 95 postgraduate students and 72 associates supported by 23 professional staff make up the School of Physics. The School additionally hosts an Australian Laureate Fellow, 3 ARC Future Fellows, and 1 ARC Discovery Early Career Researcher. Skilled technical staff operate, maintain and develop complex instrumentation and equipment to support the teaching and research activities of the School. The School is located in the David Caro building on the Swanston Street boundary of the University campus. The Head of School and majority of the Professional staff are housed on the ground floor of the building to act as the first point of contact for students, staff and visitors.

## 6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia. Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising six schools: BioSciences, Chemistry, Ecosystem and Forest Sciences, Mathematics and Statistics, Physics and the School of Geography, Earth and Atmospheric Sciences.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, the Indigenous Knowledge Institute, the Melbourne Energy Institute, the Office for Environmental Programs and home to numerous Centres.

Science manages more than \$301 million of income per annum, with a staff base in the order of 250 FTE professional staff, and more than 662 FTE academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 10,800 undergraduate and 2,500 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is highly research focused, performing strongly in the Australian Research Council competitive grants schemes. The Faculty of Science is currently growing its competitiveness and standing in the National Health and Medical Research Council and health space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$100 million. The annual income from the endowment supports more than 140 prizes, scholarships and research awards, and numerous academic positions.

### 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

### 6.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

### 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>

