



## POSITION DESCRIPTION

Faculty of Engineering & Information Technology

### Workshop Manager

<b>POSITION NO</b>	0063116
<b>CLASSIFICATION</b>	UoM 8
<b>SALARY</b>	\$119,741 - \$129,607 p.a. (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>LOCATION DETAILS</b>	<p>The Faculty of Engineering and information Technology (FEIT) is primarily located on the Parkville Campus. However, in the future as we move to a multi precinct model there may be a requirement to relocate either permanently or flexibly elsewhere including, but not limited to, Melbourne Connect, Heidelberg, Aitkenhead Centre for Medical Discoveries (ACMD), Fishermans Bend.</p> <p>This position may be required to travel and work across multiple locations.</p>
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT</b>	Hari Gomatam
<b>FOR ENQUIRIES ONLY</b>	Email <a href="mailto:hari.gomatam@unimelb.edu.au">hari.gomatam@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 Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

### **1.1 ABOUT INFRASTRUCTURE OPERATIONS SERVICES**

The Infrastructure and Operations Services function delivers a range of services across infrastructure projects, facilities management, workshop services, student learning spaces and Telstra Creator Space. The function's key objective is to manage the day to day facility services across the faculties technical and teaching and learning spaces, ensure the smooth transition into new facilities and the facilitation and support of academic and research activities within the FEIT.

### **1.2 ROLE OVERVIEW**

The Workshop Manager is the first point of contact for workshop requests and prioritise, allocate and schedule resources. They will provide expert advice on design sketches to ensure they can be translated into buildable solutions.

The Workshop Manager leads a team of specialist and generalist workshop technicians to ensure the day-to-day operations of the workshop is running smoothly and meets user needs and Faculty reporting requirements. They also direct the activity of the Graduate Engineer.

This role reports directly to the Infrastructure Operations Services Manager.

## 2. Key Responsibilities

- ▶ Participate as a member of the FEIT Infrastructure Operations management team to ensure services and use of spaces support teaching and research objectives.
- ▶ Provide direction to and oversee the performance of the workshop services team to deliver design consultation and fabrication services to students, academics, faculty approved student competition teams or clubs and industry users.
- ▶ Collaborate closely with the Floor Lead to oversee the daily operations of the workshop and ensure fabrication schedules are met, while also being ready to step in on the tools within your trade area as needed
- ▶ Direct the activity of and provide coaching and professional support to the Graduate Engineer to support quality practice and a continuous improvement ethos.
- ▶ Manage the pipeline of workshop requests by prioritising jobs and allocating resources (internal or outsourced) to meet production requirements within safety and quality parameters.
- ▶ Provide design support and guidance to workshop services team during the production process to ensure manufacturing efficiency, safety and product quality.
- ▶ Manage the installation, storage and maintenance of workshop and other technical equipment to meet safety obligations.
- ▶ Support teaching and research users to access workshop services.

## 3. Selection Criteria

### 31 ESSENTIAL

- ▶ A trade qualification in Fitting and Turning/Toolmaking and/or an equivalent combination of relevant experience and educational training supporting teaching and research facilities in higher education and/or industry R&D sector specific to mechanical workshop practices
- ▶ Proficiency in engineering design software, computer-aided design (CAD) tools, and other relevant engineering software.
- ▶ Excellent interpersonal and communication skills with the ability to effectively manage positive relationships with a range of internal and external stakeholders.
- ▶ Experience successfully leading and managing a small team to deliver quality services and support personal development.
- ▶ Demonstrated knowledge of Australian occupational health and safety legislation and laboratory regulatory and statutory requirements.
- ▶ Experience managing OHS requirements in multidisciplinary workshop spaces.
- ▶ Current Victorian Drivers Licence

### 32 DESIRABLE

- ▶ Extensive experience in design engineering or a related role.
- ▶ Experience in a tertiary education environment.
- ▶ Demonstrated experience developing and implementing innovative design solutions or continuous improvement strategies in a laboratory environment or similar.
- ▶ Licence to perform high risk work, such as DG (Perform Dogging), LF (Forklift truck), CN (Non-slewing mobile crane), SB (Basic scaffolding) or similar

### 33 OTHER JOB RELATED INFORMATION

- ▶ This position will require the incumbent to hold a current and valid Working with Children Check.
- ▶ Occasional work out of ordinary hours, travel, etc.

## 4. Job Complexity, Skills, Knowledge

### 41 LEVEL OF SUPERVISION / INDEPENDENCE

Manages a small multidisciplinary team under broad direction from line manager. This role work with a degree of autonomy within their workshop to prioritise, manage and resource design and manufacture requests.

### 42 PROBLEM SOLVING AND JUDGEMENT

The role provides expert advice on design sketches to ensure they can be translated into buildable solutions, requiring analysis of a variety of options and application of their professional body of knowledge to new and novel situations.

### 43 RESOURCE MANAGEMENT

This role manages the multi-disciplinary workshop team and manages an operating budget for the workshop.

### 44 BREADTH OF THE POSITION

The role applies their professional body of knowledge across a range of related but distinct activities and users.

## 5. 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.

## **6. 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.

## **7. Other Information**

### **7.1 FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY**

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary Faculty organised into three key Schools; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

### **7.2 ORGANISATION UNIT**

The role sits within the Infrastructure Team, who provide a range of services to the broader Faculty made up of the following functional areas:

- ▶ Laboratory and Technical Services
- ▶ Infrastructure Operations Services
- ▶ Health Safety Wellbeing and Business Improvement
- ▶ Workspace Services
- ▶ Cultural Collection and Assets

<https://unimelbcloud.sharepoint.com/teams/feit-infrastructure-team>

### **7.3 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>

## 74 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.

## 75 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>