THE UNIVERSITY OF MELBOURNE

Faculty of Engineering & Information Technology

Graduate Engineer

POSITION NO	0063978
CLASSIFICATION	UoM 5
SALARY	$83,159 - $95,518 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
LOCATION DETAILS	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. This position may be required to travel and work across multiple locations.
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Hari Gomatam Email hari.gomatam@unimelb.edu.au *Please do not send your application to this contact*

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

Date Created: 01/04/2023

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 Graduate Engineer responds to workshop requests by designing sketches that can be translated into buildable solutions. They also assist the Workshop Manager with general workshop activities including orders, seeking suppliers and managing workshop access.

The Graduate Engineer works collaboratively with the workshop services team to facilitate the planning and preparation for the Faculty to transition into new research and teaching and learning environments and assist in operationalising these facilities.

This role reports directly to the Workshop Manager.

2. Key Responsibilities

- Create and innovate product designs, systems, or prototypes based on given specifications, requirements, or project goals to support user needs.

- Support the Workshop Manager with workshop requirements including, but not limited to, the maintenance of machinery, security access, and bookings to support effective use of the facilities.

- Establish clear and effective protocols and processes to support the operationalisation of new research and teaching and learning facilities.

- Provide design support to workshop services team during the production process to ensure manufacturing efficiency, safety and product quality.

- Support teaching and research users to access workshop services.

3. Selection Criteria

3.1 ESSENTIAL

- An engineering degree and relevant experience.

- Proficiency in engineering design software, computer-aided design (CAD) tools, and other relevant engineering software.

- Strong interpersonal, written and verbal communication skills with the ability to work as part of a team, and independently.

- A customer service mindset with experience maintaining high quality service to a range of customers.

- Demonstrated knowledge of Australian occupational health and safety legislation and laboratory regulatory and statutory requirements.

- Experience managing OHS requirements in multidisciplinary laboratories

3.2 DESIRABLE

- Experience working in a team within a scientific or medical laboratory environment or similar.

- Experience in a tertiary education environment.

3.3 OTHER JOB RELATED INFORMATION

- This position may 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

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

This role operates under routine supervision to general direction, depending on tasks involved and experience of the incumbent.

4.2 PROBLEM SOLVING AND JUDGEMENT

The role applies their professional engineering principles and techniques to review and assess submitted designs prior to manufacture and suggest changes where relevant from a professional level of insight.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Graduate level role. Role performs assignments that require proficiency in the Workshop's policies, systems, processes and techniques and how they interact with other related functions, in order to assist in their adaptation to achieve objectives and advise and assist researchers and students to develop design briefs that meet safety, engineering and user requirements.

4.4 RESOURCE MANAGEMENT

This role does not hold accountability for personnel or budgetary resources.

4.5 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

7.4 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.

7.5 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