

Position description

Position title:	Technical Officer, Science
School/Section/VCO:	Academic Services and Support Directorate
Campus:	Berwick Campus. Travel to other campuses will be required.
Classification:	Within the HEW Level 5 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	848984
Further information from:	Ms Margo Dundek, Coordinator, Technical Services Telephone: (03) 5122 6551 Email: margo.dundek@federation.edu.au
Position description approved by:	Mr Andrew Evans, General Manager (Academic)

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Position Summary

The Technical Officer, Science will be responsible for providing technical support and service for staff and students within the School/s for teaching and research programs. The Technical Officer, Science will coordinate the access, usage, quality assurance and compliance of a number of laboratories in the School/s and collaborate with academic staff and researchers by providing technical assistance where appropriate.

Key Responsibilities

1. Provide technical support for teaching and research laboratories and activities by ensuring all equipment and consumables required are set up prior to and appropriately cleaned, stored and checked on completion to enable quality teaching and research outcomes.
2. Maintain accurate records of laboratory requirements for each unit and research project and ensure appropriate supplies of equipment, and consumables are available.
3. Prepare, organise and distribute equipment, consumables and materials to laboratories and other sites of teaching and research.
4. Set up, monitor and maintain experimental equipment. Diagnose, and, where possible, repair instrument faults.
5. Complete risk assessments for all technical activities and equipment and assist with the preparation of risk assessments for laboratory activities ensuring compliance with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) requirements.
6. Prepare and safely dispose of materials including hazardous chemicals and biological and other wastes and ensure compliance with all relevant legislation, policies, processes and guidelines.
7. Assist in external excursions and field trips as required. This may include driving small buses and providing first aid if required.
8. Organise access and maintain accurate records of staff and student access to equipment and facilities.
9. Other duties as directed by the Coordinator, Technical Services as required.
10. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
11. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: HR Business Partner

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Level of Supervision and Responsibility

The Technical Officer, Science works under general direction and reports to the Coordinator, Technical Services. The position is responsible for providing technical support for teaching and research laboratories and activities.

The position is required to perform a wide range of tasks that impact on the successful running of the teaching and research activities of the School/s, therefore the position is required to manage multiple and competing tasks and deadlines.

The Technical Officer, Science is required to resolve problems using the application of standard technical training and experience and within existing policies, procedures and guidelines. Judgement is required to ensure matters are escalated when necessary.

The position is required to have a comprehensive knowledge and application of Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) requirements and the operation and use of laboratory and other technical equipment.

Training and Qualifications

A degree without subsequent relevant experience; or completion of an advanced diploma qualification and at least 1 years subsequent relevant work experience, or completion of diploma qualification and at least 2 years subsequent relevant work experience, or completion of Certificate IV and extensive relevant work experience, or an equivalent combination of relevant work experience and/or education/training.

Position/Organisational Relationships

The Technical Officer, Science reports to the Coordinator, Laboratory Services and is responsible for supporting the delivery of technical support to Sciences programs within the School. The position be required to work collaboratively with staff within the School, especially academic staff involved in the delivery of Biological Sciences programs.

Key Selection Criteria

Applicants must be able to demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A degree without subsequent relevant experience; or completion of an advanced diploma qualification and at least 1 years subsequent relevant work experience, or completion of diploma qualification and at least 2 years subsequent relevant work experience, or completion of Certificate IV and extensive relevant work experience, or equivalent combination of relevant work experience and/or education/training.
A degree in the field of Science is desirable.
2. Demonstrated experience in the preparation, organisation and distribution of equipment, consumables and materials in scientific laboratories and other sites of teaching and research relevant to Sciences.
3. Demonstrated knowledge and application of OH&S and EH&S responsibilities in laboratory settings, including the ability to identify and mitigate risks to ensure a safe environment.
4. Demonstrated capacity to assist academic staff with experimental designs and equipment to enable laboratories, other classes and research to be run efficiently and effectively.

5. Demonstrated ability to document and maintain a range of accurate technical records across a range of subjects areas and research projects.
6. Demonstrated organisational and time management skills including the ability to prioritise competing work demands and meet strict deadlines.
7. Demonstrated communication skills and the ability to relate well to a diverse range of staff and students.
8. Demonstrated ability to use initiative and work independently as well as work collaboratively within a team environment.
9. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.