RMIT
UNIVERSITY

Position Description – Technical Coordinator (Nursing and Anatomy)

Position Details

Position Title:	Technical Coordinator
Position Number:	TBC
College/Portfolio:	STEM College
School/Group:	STEM College Office
Campus Location:	Based at the Bundoora campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Continuing
Time Fraction:	1.0 (flexible working arrangement requests will be considered)

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. RMIT offers postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally focused graduates.

Culture

Our Values inspire us, wherever we are in the world, and guide how we live and work together.

Imagination. Agility. Courage. Passion. Impact. Inclusion.

What unites us is our purpose and our values; they are at the heart of who we are, what we stand for, how we make decisions and connect with each other.

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. RMIT exists to create transformative experiences for our students, getting them ready for life and work. You will be a part of a productive and collaborative team, who values working relationships and outcomes through open and inclusive planning, continuous information sharing and transparent work practices. www.rmit.edu.au

STEM College

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all

STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.
www.rmit.edu.au/seh

STEM College Office Professional Staff

The STEM College Office Professional staff provide exceptional and efficient support to the College.

The Learning, Teaching and Quality teams support:
- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four School across five distinct functions:
- Student Lifecycle
- Planning & Operations
- Technical Services
- Program Lifecycle & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff members have opportunities to cross-skill, engage in professional development and develop their own career paths.

Position Summary

Reporting to the Senior Technical Manager, Teaching Support, the Technical Coordinator, will be responsible for the day to day technical operations and support for the learning and teaching, research and industry activities that take place in the relevant laboratories or workspaces. The Technical Coordinator, will be responsible for managing and working with the team of technical officers who are assigned to these workspaces ensuring the technical team meets organisational and stakeholder expectations by delivering high quality, compliant and professional service.

The incumbent will be required to work effectively across all levels of the organisation, developing productive working relationships with the STEM schools, College Office, RMIT Property Services Group and HR OHS team.

Reporting Line

Reports to: Senior Technical Manager Teaching Support.

Direct reports: 1-7.

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.

- Work with the Senior Technical Manager, to manage the provision of technical support for the teaching and research activities which take place within the relevant laboratories, workshops and workspaces.

- Work closely with the relevant academic staff to ensure that laboratory activities planned can be delivered in a timely and agile way.

- Manage the designated technical staff to ensure the delivery of responsive, high quality service, ensuring flexible to teacher and researcher needs and the development of a productive working environment which reflects the University's values.

- Ensure regular preventative maintenance schedules and routines are conducted by the technical staff and periodic servicing of equipment by service providers to ensure that the university resources remain operational and fit for purpose.

- Ensure stock control and management of inventory and storage spaces to allow timely and adequate supply of materials and consumables for teaching and research activities.

- Oversee technical staff to enable engagement and collaboration with relevant stakeholders to ensure that all required activities are delivered in a timely, client centric agile manner.

- Oversee and provide training for local inductions, equipment usage and processes within designated areas.

- Oversee ordering of supplies and services; ensure the provision of advice regarding the status and availability of technical resources and facilities for teaching and research purposes.

- Ensure that all designated laboratories and workspaces are kept in a clean, safe and tidy state at all times and that materials and equipment are stored appropriately when not in use.

- In consultation with the Senior Technical Manager's leadership team, develop, administer and manage systems and processes to ensure compliance with the safe, appropriate storage, handling and disposal of hazardous materials, as well as storage of general consumables.

- In consultation with the Senior Technical Manager, design, implement and ensure compliance with OH&S procedures, making sure that all incidents and hazardous conditions or injuries are reported immediately, and appropriate actions are undertaken.

- Assist with planning for the acquisition, installation and commissioning of equipment and physical resources.

- Directly support designated workspaces and provide information and advice on availability and suitability for activities to stakeholders when required.

- Ensure HR related processes for designated staff are completed, including ensuring workplans are effectively adopted and concluded at appropriate times. In partnership with Senior Manager develop performance plans and KPIs and ensure all line reports within your team have regular performance reviews and understand their work objectives and expectation

- Other duties as directed by the Senior Technical Manager and/or Associate Director Technical Services within the scope of this classification.

- Assist other teams across the portfolio and College as required within the scope of this classification.

Key Selection Criteria

1. Proven knowledge, experience and technical ability in relevant fields such as nursing or anatomy or allied health disciplines including the development of projects, advanced understanding of the safe operation of relevant equipment, and a good working knowledge of relevant techniques and practices.

2. Demonstrated experience in coordinating technical support for teaching and research activities, including planning, scheduling and supervising support to ensure that it meets required standards and set timelines.

3. Experience in successfully supervising or managing technical services and associated technical support staff.

4. Demonstrated knowledge of current OHS legislation, regulations and standards with expertise in hazardous scenario management, and relevant experience in managing safe and compliant operations, preferably in a teaching and research environment.

5. Proven initiative and problem-solving skills and ability to organise, plan and manage complex tasks, work to deadlines, plan, effectively allocate resources, initiate and see activities through to completion, and evaluate and report on outcomes.

6. Highly organised with proven ability to prioritise tasks and work effectively in a pressured environment with limited direction, requiring flexibility and sound decision making.

7. Effective oral, written communication and interpersonal skills and the ability to work effectively, both independently and within a team.

8. A strong service orientation with highly professional standards with experience in providing prompt, proactive, high-level support and a demonstrated ability to deliver innovative and creative solutions.

9. A commitment to RMIT's policies of supporting a diverse workplace along with zero tolerance towards harassment, bullying or discrimination in any form.

Qualifications

Relevant qualification and/or relevant experience. A valid Working with Children Check is mandatory.

Endorsed:	Signature: Name: Title: Date:	**Approved:**	Signature: Name: Title: Date: