

Job Description – <Technician>

Position Details

Position Title:	Technician
Division/ Centre:	School of Science and Technology
Department:	Head of Science and Technology Office
Campus Location:	Based at the Saigon campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV05 (or 06)
Time Fraction:	1.0 (Full time)

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are

subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

The Technician will support the growing number of Engineering laboratories within the School Science and Technology.

Reporting Line

Reports to: Head of School

Key Accountabilities

1. Provide high-level technical support and advice to staff and students in development, operation and safe use of engineering equipment.
2. Maintain laboratories and laboratory equipment in a ready, serviceable, clean and safe condition to aid the Schools educational activities, including organizing preventive maintenance, service, troubleshooting and repairs where required.
3. Provide regular reports to the Head of School regarding equipment that needs to be repaired or replaced, inventory levels of consumables, and process issues.
4. Create and maintain accurate manuals, records, procedures, and policies as well as an inventory of equipment within the School laboratories.
5. Provide expert advice for procurement of new equipment, hardware/software tools and materials/components, as well as setting up of equipment/tools service contracts.
6. Other technical duties as determined by the Head of School or delegate

Key Selection Criteria

1. Bachelor degree relevant to engineering and/or science.
2. At least three to five years' experience in a technical field relating to engineering
3. Experienced in running an engineering or academic department laboratory
4. Experienced in running CNC machine (knowledgeable on CAD/CAM)
5. Good general technical knowledge and practical skills - soldering, basic electronic circuit design
6. Assemble/solder low powered leads for laboratory equipment.
7. Demonstrated knowledge of current Occupational Health and Safety legislation, regulations and practices as well as relevant experience in their implementation
8. Demonstrated ability to contribute to and work as part of a collaborative team committed to creating and managing signature partnerships that enhance the University's strategic development goals.
9. Demonstrated ability to quickly establish productive, collaborative relationships with people at all levels, both internal and external to the university.
10. Well-developed interpersonal skills, including cross cultural communication and business writing skills.
11. Ability to multi-task with forward planning capability and meticulous attention to detail
12. Demonstrated ability to service clients and provide client-centred solutions.
13. Ability to work under pressure and unfailingly meet deadlines.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS General with a score of 6.0-6.5 or BULATS Upper Intermediate Level (65-74) (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

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