

## Position Description – Technical Officer (Chemical Stores)

### Position Details

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<b>Position Title:</b>	Technical Officer (Chemical Store)
<b>Position Number:</b>	TBA
<b>Portfolio:</b>	Science, Engineering and Health
<b>School/Group:</b>	Technical Services / Central operations
<b>Campus Location:</b>	Based at the CBD campus, but may be required to work at other campuses of the University.
<b>Classification:</b>	HEW 4
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments.

One of Australia's original educational institutions founded in 1887, RMIT University is now the nation's largest tertiary institution with 82,000 students, including more than 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, Spain, Belgium and Germany, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 128-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.

RMIT is a leader in engineering, accounting and finance, computer science and information systems, communication and media studies, psychology, education, law and economics. We are a 5-Star university under the QS Stars international evaluation system, and are 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies.

[www.rmit.edu.au](http://www.rmit.edu.au)

## **College of Science Engineering and Health**

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The College comprises four Schools delivering a broad range of programs in science, engineering, health and technology at apprenticeship, certificate, bachelor, masters and PhD levels. Many programs articulate between vocational and higher education, creating pathways for further study. There is a vibrant research community attracting funding from a range of government and industry sources. The College has an annual income of approximately \$425 million and employs over 1,000 staff providing on and offshore programs to approximately 20,000 students.

RMIT University is an Athena SWAN member and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.

**Details about the College may be found at: [www.rmit.edu.au/seh](http://www.rmit.edu.au/seh)**

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### **Position Summary**

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The Technical Officer (SEH Chemical Store) is responsible for providing effective chemical store related technical support for the Chemical Store facilities of the College of Science, Engineering and Health.

### **Reporting Line**

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Reports to: Central Operations Manager

Direct Reports: Nil

### **Organisational Accountabilities**

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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**

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- Provide excellent customer support to all staff & students in a chemical stores environment
- Ensure a robust logistics environment is maintained via a reliable supply of stocked pool inventory.
- Conduct daily cycle-counting, database updating and replenishment processes.
- Order, receive and distribute goods ordered into the store ensuring timely processing of associated documentation.
- Maintain compliance and implement risk controls in accordance with all site Work Health Safety, Occupational Health & Safety and RMIT Designated Work Group requirements.
- Ensure chemical store rooms and store workflow areas are maintained in a clean and serviceable state.
- Assist with the assessment of and review chemistry store activities and work processes.
- A willingness to train and function in various safety roles such as First Aider and Floor Fire Warden.
- Other duties as delegated by the Chemical Stores Coordinator or directed by the Central Operations Manager.

### **Key Selection Criteria**

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- Proven experience in the storage & handling of hazardous substances.
- A high level of knowledge on the risks associated with hazardous substances in the workplace.
- Strong customer service and interpersonal skills.
- Experience in a warehouse/stores environment as related to a logistics role or a willingness to learn.
- Intermediate computer literacy, including accurate word processing, spread-sheet and database skills.
- Good level of written and oral communication skills.
- Proven ability to work autonomously and in a team environment as delegated.
- Proven ability to organise work effectively, respond to changing priorities and work to deadlines.
- Ability to work with a diverse range of customers from a variety of cultural backgrounds.

## Qualifications

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- A relevant Tertiary qualification and / or equivalent industry experience.
- Certificate III in Logistics or above would be advantageous.
- A current Victorian Working with Children Check.
- Current Victorian drivers licence.

<b>Endorsed:</b>	Signature:   Name: Chris Arthur Title: Central Operations Manager  Date:	<b>Approved:</b>	Signature:   Name: Paul Brown Title: Director Planning and Resources  Date:
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