

## Position Description – Technical Officer (Technical Stores)

### Position Details

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<b>Position Title:</b>	Technical Officer (Technical Stores)
<b>Position number:</b>	
<b>College/Portfolio:</b>	STEM College
<b>School/Group:</b>	Technical Services
<b>Campus Location:</b>	Based at the City campus but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 5
<b>Employment Type:</b>	Fixed Term
<b>Time Fraction:</b>	0.4 (flexible working arrangement requests will be considered)

### RMIT University

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

### STEM College

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The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEMM) 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/about/schools-colleges/stem-college](http://www.rmit.edu.au/about/schools-colleges/stem-college)

### **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 & 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**

The Technical Officer will report to the Technical Coordinator - Central Stores and will be responsible for daily store operations and the maintaining of stock levels of consumables and hazardous substances and includes ordering, delivery and safe storage of consumables and hazardous substances for the Stores.

The role will also be responsible for supporting the STEM College purchasing system through managing documentation approvals and the actioning through to University Central Finance.

### **Reporting Line**

Reports to: Technical Coordinator (Central Stores)

Direct reports: Nil

### **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

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- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's value.
- Under general direction from the Technical Coordinator, maintain and coordinate the day-to-day operational activities and functions within the Technical Stores.
- Work with the Technical Coordinator to understand and forecast stakeholder consumable requirements ahead of time and ensure stock levels are well maintained.
- Develop, maintain and implement inventories and registers of stock and ensure it is available to all stakeholders.
- Under direction from the Technical Coordinator, prepare and review purchase documentation as part of the STEM College purchasing approval process and work with stakeholders to ensure the accuracy of purchase documentation.
- Work with the Technical Coordinator to ensure all infrastructure (e.g. equipment ) within the stores are well-maintained, regularly serviced and documented as part of a maintenance schedule and preventative maintenance plan.
- Contribute to, implement and work in accordance with safe work, OHS processes and policies including review of risk assessments in designated areas, ensuring operating procedures, activities and working environments for all users meet OH&S legislation, standards and RMIT policies and procedures.
- Proactively work to ensure the stores workspaces are in a clean, well maintained and operational state at all times.
- Other duties as directed by the Technical Coordinator (Central Stores), Technical Manager (Central Operations) or the Associate Director Planning and Resources (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

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1. Demonstrated knowledge/experience in a scientific (chemical, biological) or technical store or similar area.
2. Demonstrated knowledge/experience using inventory software or generating appropriate inventory documentation.
3. Proven track record of building strong relationships with a range of stakeholders, including understanding and embracing a client focused framework.
4. Demonstrated understanding of current OH&S legislation with knowledge of other field or industry regulations or standards related to the field within the scope of the service area.
5. Effective oral, written communication and interpersonal skills with the ability to work effectively in cross- functional teams and with a diverse range of people from various backgrounds.
6. Demonstrated experience and understanding of working in accordance to the RMIT value statements or similar frameworks in other organisations.
7. A commitment to RMIT's policies of supporting a diverse workplace along with zero tolerance towards harassment, bullying or discrimination in any form.

### Qualifications

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

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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