

## Position Description – Technical Officer

### Position Details

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<b>Position Title:</b>	Technical Officer
<b>Position Number:</b>	30002571
<b>College/Portfolio:</b>	STEM College
<b>School/Group:</b>	STEM College Office
<b>Campus Location:</b>	Based at the City or Bundoora campus but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 6
<b>Employment Type:</b>	Ongoing
<b>Time Fraction:</b>	1.0 (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 (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](http://www.rmit.edu.au/seh)

### **STEM College Office Professional Staff**

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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**

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Under the guidance of the Technical Coordinator, the Technical Officer will be responsible for overseeing and maintaining the day to day operational functions of laboratories and workspaces, and support to teaching and research activities within STEM laboratories and workspaces.

The successful candidate will provide expert advice to users of the spaces and ensure designated areas are running effectively and safely, in compliance with legislative requirements and RMIT policies and procedures.

*The incumbent may be required to coordinate operations in one or more spaces.*

### **Reporting Line**

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Reports to: Technical Coordinator.

Direct reports: 0.

### **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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- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Oversee and maintain the day to day operational activities within the designated STEM laboratories and workspaces.
- Develop, maintain and implement required documentation such as but not limited to SOPs, SWIs, Equipment RAs, Chemical Registers, etc. ensuring they are available to users of the laboratories or workspaces.
- Ensure and provide expert technical advice and training of equipment/instruments and inductions to all users of the workspaces, while also managing the maintenance of documentation of these events.
- Manage and maintain infrastructure (i.e., equipment, instruments, tools, digital components etc.) within the laboratory or workspaces ensuring they are bookable, well maintained, regularly serviced and documented as part of a maintenance schedule and preventative maintenance plan.
- Provide expert technical and agile day to day advice to users of the spaces when required and in a timely, client-centric manner.
- Under the guidance of the Technical Coordinator, work in partnership with relevant stakeholders to understand and ensure activities planned can be delivered.
- Ensure consumable levels are well maintained and provide prompt support to stakeholders in ordering or obtaining required materials for work within these spaces.
- Develop, implement, maintain and review safe work processes and risk assessments in designated areas, ensuring operating procedures, activities and working environments meet OH&S legislation, standards and RMIT policies and procedures. Where improvements are required proactively work to consult, advise, develop and implement.
- Assist other teams across the portfolio and College as required within the scope of this classification.
- Ensure equipment and laboratories are maintained in accordance with all OH&S or other legislative requirements, industry standards and RMIT policies, maintaining them in a clean, working and ready for operation state in a timely manner. Where areas are non-compliant or requiring improvement, develop, implement, control and monitor remediation plans.
- Assist with planning for the acquisition, installation and commissioning of equipment and physical resources.
- Other duties as directed by the Technical Coordinator, Senior Technical Manager or Associate Director Planning and Resources (Technical Services) within the scope of this classification.

### **Key Selection Criteria**

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1. Experience and knowledge in the routine operation, maintenance and training of various forms of equipment or instruments related to designated space.
2. Proven knowledge and experience working within a laboratory setting of a relative scientific area or field.
3. Proven laboratory operations and maintenance experience preferably in a teaching or research environment.
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. Proven initiative and problem-solving skills, highly organised and the ability to work autonomously and in a

team.

- 6. 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.
- 7. Demonstrated experience and understanding of working in accordance to the RMIT value statements or similar frameworks in other organisations.
- 8. 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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