LABORATORY MANAGER

DEPARTMENT/UNIT Information Technology Faculty Office
FACULTY/DIVISION Faculty of Information Technology
CLASSIFICATION HEW Level 7
DESIGNATED CAMPUS OR LOCATION Clayton campus

ORGANISATIONAL CONTEXT
Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Information Technology aims to lead global IT research and education. Our strong reputation and international profile attract the best students worldwide and we offer a range of accredited courses that transform our graduates into highly skilled and sought after IT professionals, equipped to work globally.

Our research is multi-disciplinary, multi-campus and multi-national, giving us a unique capacity to reach out further and deeper than any other institution in Australia. Our research priorities are both technically ambitious and embedded in everyday life. To learn more about the Faculty and the exciting work we do, please visit our website: www.monash.edu/it; and for more on the Exertion Games Lab, please see: exertiongameslab.org.

POSITION PURPOSE
The Laboratory Manager is responsible for overseeing the delivery of high-quality technical services and manages operations for the Faculty of Information Technology research spaces including Collaboration Lab and Exertion Games Lab (exertiongameslab.org). The Laboratory Manager has the opportunity to engage with the latest computing research in the Faculty of IT and Human-Computer Interaction (HCI) and associated application areas, including, but not limited to, interactive games, assistive technologies, interactive sports and interactive food. This involves working with state-of-the-art technologies such as 3D printing, robotics, personal fabrication devices, motion capture, telepresence robots, human-food interfaces, VR/AR/XR, brain-computer interfaces, biosensors, and cyborg systems to enable world-leading research in interaction design, inventing how people will be supported by technology in the future. The Laboratory Manager performs a range of significant and complex technical activities that play a critical role in supporting research and the delivery of FIT research outcomes. This includes overseeing and undertaking prototype development, lab setup, equipment testing and maintenance, developing operating procedures and supporting researchers using the facilities, operational and budget planning, conducting tours and providing research demonstrations to internal and external stakeholders, while ensuring a compliant and safe operating environment.
**Reporting Line:** This position reports to the Departments Manager under broad direction, with a dotted line to the Head of Department, Human-Centred Computing and Head of Exertion Games Lab

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

---

**KEY RESPONSIBILITIES**

1. Oversee and administer the delivery of a high-quality technical service including applying advanced technical methodology, reporting on and minimising risks, and reporting in accordance with operational standards, policies, timeframes and regulatory compliance requirements

2. Develop and maintain up-to-date specialist knowledge of new and innovative methodology, equipment and technology, including provision of advice and training

3. Undertake tasks in support of researchers using the lab which may include providing advice on, developing and supporting; papers for publication, and supporting patenting, copyright or licensing activity

4. Provide support for budget management for the research, where required, including planning, contributing to funding proposals and developing budget reports

5. Oversee and co-ordinate the day-to-day technical operations including; conducting experiments, testing or data collection activities, ensuring OHS and safe operations, and maintaining equipment and materials

6. Prepare and deliver research demonstrations for various stakeholders and events, and conduct lab tours for visitors

7. Other duties as directed from time to time

---

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - A degree qualification in a relevant field with extensive relevant experience; or
   - extensive experience and management expertise in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training.

2. A passion for new technologies and an interest in the latest IT and HCI research, demonstrated by, for example, co-authorship on academic publications or white papers, or a portfolio of prior technology projects

3. Demonstrated experience in overseeing a successful lab with a focus on operational excellence

4. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines, supporting researchers

5. Demonstrated experience of rapid prototyping techniques and associated toolkits, including hard- and software, such as Arduino, etc.

6. Expertise with motion capture equipment and/or rapid fabrication technologies, such as 3D-printers and laser cutters, is advantageous

7. An interest in human-computer interaction (HCI) and therefore interactive technology advances is advantageous, demonstrated through knowledge of current trends in interaction design practice
8. Demonstrated experience in managing a safe operating environment, implementing OHS requirements, developing operating procedures and providing authoritative oversight of complex technical processes and use of specialised equipment

9. Demonstrated analytical, research and problem-solving skills and the ability to identify and implement solutions to challenging issues

10. Highly developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences, provide expert advice in areas of technical knowledge and give presentations or provide demonstrations to various audiences

11. Demonstrated relationship management skills, including the ability to interact with, negotiate with and gain cooperation from internal and external stakeholders

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.