

SENIOR TECHNICAL OFFICER

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| DEPARTMENT/UNIT | School of Earth Atmosphere and Environment |
| FACULTY/DIVISION | Faculty of Science |
| 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 Science works through frontiers via our research, teaching and our partnerships with industry, government and individual supporters. Our five Schools offer a large and diverse range of disciplines in undergraduate and postgraduate courses. Ten Schools from other university faculties contribute to science teaching at all levels, allowing students to choose their studies from physical, biological, biomedical, behavioural, environmental, mathematical and computer sciences. In terms of research, our respected researchers are at the top of their game. Their work spans the theoretical to the applied, contributes to new knowledge and technologies, and challenges how we interact with the world. To learn more about the Faculty of Science, please visit our website: www.monash.edu/science.

Through leadership in research and education, the School of Earth, Atmosphere and Environment (www.monash.edu/science/schools/earth-atmosphere-environment) aims to find environmental solutions for society and our planet. The school is interdisciplinary and hosts very active groups in Atmospheric/Climate Sciences, Physical Geography/Environment, and Geology/Geosciences. We address the global challenges identified in the Monash Impact 2030 Strategic Plan (Climate Change, Geopolitical Security and Thriving Communities), and we answer further fundamental questions about the formation and workings of our planet and solar system. The school is located in the Faculty of Science and has close collaborations with Biology, Chemistry, Mathematics and Physics, and with other Faculties, such as Arts (involving co-delivery of the undergraduate Geography programme), Business and Economics, and Engineering.

The school is a major node of the ARC Centre of Excellence in Climate Extremes (CLEX), and Securing Antarctica's Environmental Future (SAEF), an ARC Special Research Initiative in Excellence in Antarctic Science led out of Monash. Facilities include infrastructure to support fieldwork, world class geochemistry laboratories for elemental, stable isotope, radioisotope analysis of waters, soils and environmental materials, an environmental DNA facility, and a preparation laboratory for terrestrial cosmogenic nuclides. The School hosts the Monash Drone Discovery Platform, and groups within the school have established collaborations with Federal and State Government agencies, CSIRO, ANSTO, the Bureau of Meteorology, the Australian Antarctic Division, and Geoscience Australia, as well as a large number of research institutes and universities globally.

POSITION PURPOSE

The Senior Technical Officer is responsible for overseeing and delivering high-quality technical services to support the operations of the School of Earth Atmosphere and Environment. The Senior Technical Officer performs a range of significant and complex technical activities that play a critical role in supporting the delivery of undergraduate teaching through to Higher Degree by Research (HDR) programmes in the School. This includes overseeing and undertaking technical support for field-related activities and teaching laboratories in the School. The incumbent will also undertake delegated responsibilities as the Senior Safety Officer for the School.

The Senior Technical Officer will be a subject matter expert in an Earth Science or related discipline, allowing them to provide strategic and operational advice to academic and technical staff and deliver efficient technical services with a focus on operational excellence and innovation. The position will also provide support for research technical services and facilities, which may include providing advice, developing and supporting papers for publication, research or technical procedures.

Reporting Line: The position reports to the Senior Technical Manager, while having a dotted reporting line to the Head of School as Senior Safety Officer

Supervisory Responsibilities: The position has one direct report, and supervises casual staff where applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: The position is responsible for overseeing the budget for a number of School laboratories, safety requirements and for field equipment

KEY RESPONSIBILITIES

1. Oversee and administer the delivery of a high-quality technical service programme in the School of Earth, Atmosphere and Environment, including supporting our undergraduate to HDR education programme. This will include applying and developing innovative approaches to technology, undertaking data analysis, interpretation of results and reporting in accordance with operational standards, policies, timeframes and regulatory compliance requirements
2. Oversee and co-ordinate the day-to-day technical operations including; fieldwork planning and providing in-person support for undergraduate, Honours and HDR fieldwork, ensuring OHS and a safe operation, maintaining lab spaces, safety and communication equipment, field equipment, boats and vehicles, and maintaining supplies and software licences
3. Undertake tasks in support of technical service or program which may include providing advice on, developing and supporting; papers for publication, research or technical procedures and supporting patenting, copyright or licensing activity

4. Act as Senior Safety Officer and First Aid Coordinator. This includes managing the School's risk management and OHS systems and records, and training clients, staff, students and other stakeholders in safe operating procedures including fieldwork safety, and compliance with technical standards and protocols
5. Contribute to planning and operational committees as a subject expert, to share knowledge and expertise
6. Provide support for budget management for the research technical services and facilities, where required, including planning, contributing to funding proposals and developing budget reports
7. Build and sustain partnerships, collaborations and networks with academic and other staff, relevant research/technical bodies, service providers and functional areas
8. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - An Honours, Masters or Doctoral qualification in a relevant Earth Science discipline (e.g. Physical Geography, Environmental Earth Science, Geoscience) with extensive relevant experience in Earth Science technical fields; or
 - extensive experience and management expertise in Earth Science technical fields and fieldwork safety; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Demonstrated experience in overseeing and delivering successful technical service including high-level support for fieldwork and teaching spaces, with a focus on operational excellence and technological innovation
3. Highly-developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
4. Demonstrated experience in supporting a safe operating environment, implementing OHS requirements, risk management and developing safe operating procedures and providing authoritative oversight of complex technical processes and use of specialised equipment including four-wheel drive vehicles and other relevant statutes and regulations as they apply in fieldwork and laboratory settings
5. Demonstrated analytical, research and problem-solving skills and the ability to identify and recommend solutions to challenging issues
6. Highly-developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences and provide expert advice in areas of specialist or technical knowledge
7. Demonstrated relationship management skills, including the ability to interact with, negotiate with and gain co-operation from internal and external stakeholders
8. Experience in one or more of the following research/education systems including both hardware and software; Global Positioning Systems, automatic weather stations, eddy covariance towers, drones, ground-penetrating radar, LiDAR, surveying equipment, data loggers including programming, and Physical Geography/Environmental Earth Science laboratory systems (e.g. flumes, physical and geochemical surface processes, water & soil laboratories)

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 including overnight field trips over the weekends and to remote areas
- There may be peak periods of work during which taking of leave may be restricted
- On-call (emergency / safety related matters)
- A current satisfactory Working with Children Check is required
- This position will involve travel to various locations, some of which are not easily accessible via public transport

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.