TEACHING TECHNICAL COORDINATOR

DEPARTMENT/UNIT
School of Biological Sciences

FACULTY/DIVISION
Faculty of Science

CLASSIFICATION
HEW Level 6

WORK 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/

The School of Biological Sciences has an international reputation for quality research and education programs. Our vision is to improve the human condition by providing, in a context of partnerships, the science and science education required to comprehend and forecast biological responses to emerging environments. We aim to become a global leader in biology through exceptional research, comprehensive high-quality teaching and broader community engagement. Our School is one of significant complexity, combining varied plant and animal field-based research with laboratory and biotechnology-based investigations. To help us achieve our aims, we have a strong complement of academic, research and professional staff and a significant student population. For more information about the School of Biological Sciences, please visit our website: www.monash.edu/science/about/schools/biological-sciences/

POSITION PURPOSE
The Teaching Technical Coordinator provides a range of high-level administrative, technical and coordination services to support ‘The School of Biological Sciences’ teaching strategies, programs and initiatives. This includes supporting teaching staff by planning and coordinating unit requirements as well as coordinating the management of teaching laboratories and student field trips. The position provides support to projects and events and undertakes a variety of general administrative duties to meet the operational demands of the team.
The Teaching Technical Coordinator operates with excellence in process and judgement to provide sound and timely advice and support to clients, staff and other stakeholders.

**Reporting Line:** The position reports to the Education Program and Safety Manager under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Plan, implement and coordinate the management of teaching laboratories, including general maintenance and servicing of computers, microscopes, molecular biology equipment and class equipment, field collections, providing services, co-ordinating projects, producing reports and allocating resources in accordance with agreed standards and timeframes

2. Deliver high-level and effective service to clients, including prompt issues resolution and adherence to privacy, confidentiality and compliance requirements

3. Actively participate in, develop and implement continuous improvement activities relating to practices/protocols, quality assurance standards, occupational health and safety standards and customer service excellence

4. Undertake the input and analysis of data for relevant units using the Learning Management System (Moodle), including ensuring effective security, storage and distribution of data, records and reports

5. Provide sound and timely specialist advice and support to other staff, clients and stakeholders in areas of administrative and service responsibility

6. Contribute to and support a range of processes such as assessment and sessional staff allocation

7. Collaborate with academic coordinators and the safety officer to plan and coordinate student field trips, to monitor biology unit budgets and to prepare risk assessments for teaching activities

8. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders to support and facilitate efficient service delivery

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - A BSC (Hons), majoring in Biology / life sciences with subsequent relevant experience, or
   - Extensive experience and specialist expertise or broad knowledge in technical or administrative fields, or
   - An equivalent combination of relevant experience and/or education/training

**Knowledge and Skills**

2. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines

3. A strong commitment to excellence in customer service and a hands-on approach to service provision

4. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative

5. Strong analytical and problem-solving skills
6. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and negotiate positive outcomes to complex issues

7. Highly developed computer literacy, including experience using spreadsheets, learning management systems, webpage editing, computer maintenance and familiarity with large networked applications

8. Knowledge of Codes of Practice, OHSE requirements and other relevant statutes and regulations as they apply in biological laboratories

9. Demonstrated field work experience, including boating and diving practices or the willingness to be trained in those areas

**OTHER JOB RELATED INFORMATION**

- Travel to other campuses of the University or locations 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.