At Monash, work feels different. There’s a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Faculty of Engineering is the #1 Engineering School in Australia*, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive selection of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental
studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, please visit our [website](#).

The Monash Department of Chemical and Biological Engineering is the #1 Chemical Engineering Department in Australia*. We are active in both undergraduate teaching and postgraduate research and have an international reputation for quality research programs and postgraduate training. We maintain strong links with engineering professionals and professional bodies to ensure our programs remain at the leading edge of professional practice. This ensures we have a vibrant research culture, with key research areas in; Biotechnology, Food, Process modelling, Nanomaterials, Fuels and Energy, CO2 utilisation, Waste processing, Critical minerals and Membranes. For more information about us and the work we do, please visit our [website](#).

The Bioresource Processing Institute of Australia (BIOPRIA) is an institute engaged in creating new industries and transforming established ones through education and research. BioPRIA was established in 1989 by the Australasian pulp and paper industry, in conjunction with Monash University, and with the continued support of the Australian Government. Learn more about the BioPRIA at our website: [https://www.biopria.com.au](https://www.biopria.com.au)

**POSITION PURPOSE**

The role of Technical Officer at BioPRIA is to provide a variety of professional and high-quality technical services to support the operations and activities related to BioPRIA. This role applies theoretical and technical knowledge in the areas of chemical and process engineering to manage the delivery of a range of technical services to support the operation, maintenance and future development of BioPRIA for a range of teaching, research and industry applications.

Technical Services comprise supervision/oversight of daily operation and maintenance of the lab equipment and related spaces, development of required technical and safety documentation, development and delivery of teaching and training activities and sessions, engineering documentation and technical involvement in research projects where required.

The BioPRIA Technical Officer (TO) works closely with researchers, clients, industry partners, staff, and students to understand the research, teaching and service requirements and operates with excellence in process and judgment to provide sound and timely advice and technical services support. The TO would be expected to be both a source of knowledge and wisdom, together with a hands-on resource when necessary.

**Reporting Line:** The position reports to the BioPRIA Director, under broad direction with a degree of autonomy

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Plan, implement and deliver a high-level technical service to BioPRIA which may include; day-to-day technical operations such as conducting experiments, supervising others conducting experiments, testing or data collection activities, scheduling bookings,
developing and implementing new methods, sample preparation, and offline sample analysis, maintaining specialist equipment and materials, waste disposal and ordering of supplies

2. Provide supervision and technical advice and/or training to clients, staff, students and other stakeholders in the area of service or technical expertise, including compliance with technical standards and protocols

3. Maintain up-to-date specialist knowledge of new and innovative methodologies, equipment, technology, data management and analysis in the field of chemical and process engineering

4. Identify, document and resolve issues associated with the conduct of research or technical services including escalation of more complex issues as required

5. Develop and maintain safety and technical documentation, including Risk Assessments (RAs), Standard Operating Procedures (SOPs), Safe Work Instructions (SWIs), engineering drawings, and laboratory manuals

6. Develop and maintain the BioPRIA operation and maintenance log, including planning and execution of preventative and failure-based maintenance

7. Actively participate in and initiate continuous improvement activities relating to project, research or technical procedures and quality assurance standards, including involvement with industry partners, clients and other project stakeholders

8. Comply with all Occupational Health and Safety (OHS) instructions, policies and procedures and take steps to identify, eliminate and/or minimise OHS risks where appropriate

9. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders to facilitate efficient conduct of research or technical processes

10. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   ● A degree in a relevant field of engineering (preferably with some exposure to chemical processes) 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. Experience working in and managing lab equipment and provide authoritative oversight and one on one or workshop style training in use of specialised equipment.

3. High level analytical, technical, investigative, data analysis and problem solving skills, including the ability to implement effective technical and research processes and systems such as iLab

4. Excellent organizational skills, including the ability to set priorities, manage time and work to meet deadlines

5. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of ethical research principles as required
6. 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

7. Experience in proactive equipment maintenance, including development and use of equipment operation and maintenance logs, planning maintenance and troubleshooting to implement failure-based maintenance and repairs

8. Ability to develop technical and safety procedures to organisational and legislative standards

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

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.