**TECHNICAL OFFICER (LABORATORY)**

**DEPARTMENT/UNIT**  Civil Engineering  
**FACULTY/DIVISION**  Faculty of Engineering  
**CLASSIFICATION**  HEW Level 5  
**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](http://www.monash.edu).

The Faculty of Engineering is one of the best in Australia and is renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range 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.

The Department aims to provide high quality Civil Engineering education, research and professional services globally for the mutual benefit of the students, the staff, the University, industry, the profession and the wider community. We offer several undergraduate degrees as well as postgraduate coursework degrees via Off-Campus Learning. The Department actively pursues innovative and significant multi-disciplinary research to address the challenges for engineering in the 21st century. For more information about us and the work we do, please visit our [website](http://www.monash.edu).

**POSITION PURPOSE**

The Technical Officer provides a variety of professional and high-quality technical services and assistance to academic and researcher staff and Students (both undergraduates and postgraduates) within the general Laboratory areas of Structures, Geotechnical, Mining and Water/Environmental of the Department to achieve quality teaching and research outcomes. The incumbent applies theoretical and technical knowledge to perform a range of tasks, including supervising the laboratory/workshop area, setting up and maintaining equipment and undertaking experiments/field trials, data collection and analysis, as well as supporting field trips.
**Reporting Line:** The position reports to the Technical Manager under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

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**KEY RESPONSIBILITIES**

1. Assist with the conduct of experiments, research trials and/or studies through: storing and managing specimens, samples, chemicals and other materials according to standards and protocols, setting up specialised equipment for a range of experiments, maintaining an inventory of all equipment and materials, replenishing supplies, safely disposing of hazardous materials and overseeing the upkeep of a safe and tidy work environment

2. Provide guidance and advice and/or training to clients, staff, students and other stakeholders in the area of service or technical expertise, including use of equipment and compliance with standard operating procedures

3. Maintain up-to-date knowledge of new methodology, equipment, technology and data management in the field of specialisation

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

5. Participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards

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

7. Maintain open and effective channels of communication with colleagues, clients and other stakeholders to facilitate efficient conduct of research or technical processes

8. Other duties as directed from time to time

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**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - A tertiary qualification in a relevant field; or
   - substantial relevant skills and work experience; or
   - an equivalent combination of relevant experience and/or education/training.

**Knowledge and Skills**

2. Sound analytical, technical and data analysis skills and a demonstrated capacity to apply effective technical methods, processes and systems

3. Prior experience in fabrication, ideally also with experience in irrigation

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

5. Ability to develop basic operating procedures and provide oversight, guidance and training in relation to technical processes and use of specialised equipment

6. Ability to work as an effective member of a team as well as independently under general supervision
7. Strong attention to detail and accuracy and ability to adhere to protocols, standards and guidelines, including ethical research principles as required

8. Well-developed communication skills, including the ability to draft a range of documentation

9. Experience with research or laboratory technology including equipment and software or a demonstrated ability to quickly adapt to and learn new systems

OTHER JOB RELATED INFORMATION

- Travel to other campuses, and to sites to support field trips, will 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.