TEACHING TECHNICAL COORDINATOR

DEPARTMENT/UNIT: School of Biological Sciences

FACULTY/DIVISION: Faculty of Science

CLASSIFICATION: HEW Level 6

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 five Schools of the Faculty of Science 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. The Faculty of Science has a strong research reputation. The Faculty’s research 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 the highest quality research and education programs. We aim to be a global leader in the life sciences. Areas of expertise include: molecular and cellular genetics, evolutionary genetics, disease causality, adaptation to environmental change and disease resistance, community ecology and ecosystem functioning, the impacts on biodiversity, and strategies to mitigate major environmental challenges. The School also hosts the Centre for Geometric Biology, a hub of interdisciplinary research excellence integrating state-of-the-art methods in quantitative ecology and evolutionary biology, microbiology and physiology, to understand how living things convert energy flows to mass, at all scales of biological organisation (from cancer cells, to schools of fish, to whole communities and ecosystems). Simply put, the School of Biological Sciences is interested in all forms of life, interactions between the environment and genetics / genomics and strategies to improve human and environmental health. To help us achieve our aims, we have a strong complement of academic, research and professional staff and a large and high achieving student population. We encourage applications from academics of diverse backgrounds and have a number of support processes to aid the transition to Australian research and education sectors. For more information about the School of Biological Sciences, please visit our website: www.monash.edu/science/schools/biological-sciences.
POSITION PURPOSE

The Teaching Technical Coordinator provides a range of high-level administrative and coordination services to support The School of Biological Sciences’ teaching strategies, programs and initiatives for undergraduate and Masters level subjects. This includes supporting teaching staff by planning and coordinating unit requirements. The position also 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 Manager under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Plan, implement and coordinate the management of teaching laboratories including general maintenance and servicing of computers, microscopes and class equipment, providing services, co-ordinating projects, supporting committees, 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 coordinating marking of designated assessment tasks and appropriate distribution to markers and returning results to students where needed

7. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders to support and facilitate efficient service delivery by coordinating sessional staff for demonstrating in practical classes and associated marking

8. Collaborate with academic coordinator(s) in the planning and coordination of student field trips of relevant units

9. Collaborate with the academic coordinator(s) to forecast unit budgets and monitor the allocated budgets for the designated units

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 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 administration skills and a demonstrated capacity to develop and implement effective operational processes and systems
3. Excellent organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines, and work effectively under pressure
4. A strong commitment to excellence in customer service and a hands-on approach to service provision
5. 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
6. Strong analytical and problem-solving skills
7. 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
8. Highly developed computer literacy, including experience using business software such as Microsoft Office
9. Knowledge of Codes of Practice, OHSE requirements and other relevant statutes and regulations as they apply in biological 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
- 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.