



## Position Description

### Technical Team Leader

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<b>Position No:</b>	50002666
<b>Department:</b>	Regional Operations
<b>School:</b>	La Trobe Rural Health School
<b>Campus/Location:</b>	Bendigo
<b>Classification:</b>	Higher Education Officer Level 7 (HEO7)
<b>Employment Type:</b>	Continuing, Full-Time
<b>Position Supervisor: Number:</b>	Manager, La Trobe Rural Health School & Regional Science Operations 50002665
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

School of LRHS – <http://latrobe.edu.au/lrhs>

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#### For enquiries only contact:

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# Position Description

## Technical Team Leader

### Position Context

Reporting to the Manager, La Trobe Rural Health and Regional Science Operation, this position will have responsibility for day to day management of the laboratory support services at the Bendigo campus and supervision of technical staff at the Wodonga campus.

This position leads the technical team to ensure that the teaching and research needs of the various disciplines and research groups are met efficiently and effectively, and within the policies and procedures of the University.

This includes OH&S and other regulatory compliance, accommodation, provision of laboratory supplies, work allocation, equipment maintenance and repair, to ensure that the teaching and research needs of the various disciplines and research groups are met efficiently and effectively, and within policies, rules and regulations.

The position will also ensure shared services provided by the Regional Operation technical team are consistent with service expectations of the College. The Regional Operation technical team comprises twelve staff supporting science, health and engineering programs on regional campuses.

### Duties at this level may include:

- Provide specialist advice and high level support relating to the management of the teaching and research laboratories and related policies and procedures. This includes the periodic review of policies and procedures and implementing changes, relating to laboratories.
- Ensure compliance with government legislative and regulatory and University requirements. Manage and maintain safety policy and procedures.
- Contribute to the development of policies and procedures and the dissemination of best practice across all academic, administrative and technical staff in relation to laboratories.
- Manage a range of projects that support the strategic objectives of the School.
- Manage a Technical Services team including, but not limited to:
  - Allocation of staff workloads and workflows to meet School deadlines.
  - Manage staff rosters and leave arrangements.
  - Maintain a high-level of working knowledge of human resource policies by contributing to the process of recruitment, induction, performance management.
  - Identify and implement training and development opportunities for the team.
- Ensure laboratories are maintained as a clean, safe work environment in accordance with appropriate legislation and University guidelines. Carry out safety audits in labs, maintain safety manuals in labs, ensure appropriate personal protective equipment is available and maintained. Maintain and keep current the general access first aid kits in labs, OH&S notices and emergency information.
- At all times conduct work in a safe manner and comply with OHS instructions, policies and procedures.
- Undertake other tasks, as directed relevant to supporting the technical operations of the School.

### **Key Selection Criteria may include:**

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated management and leadership skills with successful experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- Demonstrated organisation and problem solving skills, with an ability to manage several different projects concurrently.
- Demonstrated skills in research, evaluation or interpretation of data.
- Demonstrated high level of self-motivation and personal management skills.
- Proven ability to focus on objectives rather than procedures and precedents.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve problems.
- Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Demonstrated experience in project management in the tertiary sector or a related field.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.

### **Desirable Attributes**

- Experience working in laboratories in an education and/or research environment.
- Working knowledge of relevant legislation applicable to scientific laboratories.

### **Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

### **Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### **La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.

- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:            Date: