

Position Description

Technical Officer

Position No:	50144842
Department:	Regional Science Operations
School:	La Tobe Rural Health School
Campus/Location:	Bendigo
Classification:	Higher Education Officer Level 5 (HEO5)
Employment Type:	Ongoing
Position Supervisor:	Manager, La Trobe Rural Health School and Regional Science Operations
Number:	50002665
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

College of Science, Health and Engineering– <https://latrobe.edu.au/she>

For enquiries only contact:

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About La Trobe

People who are committed to making a difference drive La Trobe University's success. They are creative and highly motivated, pursue new ideas and create knowledge. La Trobe is one of Australia's research leaders, and the largest provider of higher education to regional Victoria. La Trobe University turned 50 in 2017, and over the half century of its existence, it has established a reputation as an innovative and accessible university, willing to take risks and take on challenges. Our teaching and research address some of the most significant issues of our time and we are passionate about driving change through operational excellence to benefit the communities we serve.

Position Context

Regional Science Operations is responsible for providing technical support to all areas of operations of the College of Science, Health and Engineering across the four regional campuses of Bendigo, Albury-Wodonga, Shepparton and Mildura. Reporting to the Team Leader Regional Science Operations, this position will have responsibility for the provision of a range of technical services and advice to ensure the effective maintenance of the capability and operation of the research and teaching laboratories at the Bendigo campus.

The Technical Officer will have key responsibility for the maintenance and repair of laboratory equipment and instrumentation across the Schools of SHE College at Bendigo. Additionally the successful applicant will provide technical support for the delivery of undergraduate laboratory sessions pertaining to the Bachelor of Engineering courses with Electronic Engineering being the predominant focus.

Duties at this level include:

- Be part of a technical team that delivers a customer-focused technical and laboratory support to ensure the teaching and research needs of the School are met;
- In conjunction with other School staff, manage and ensure the School's compliance with OH&S and other legislative, regulatory and University/College/School requirements;
- Coordinate the use and supervise the operation of specialised equipment and facilities by students and staff, including providing appropriate training. This will include ensuring the timely preparation, and subsequent clean up, of materials and equipment;
- Ensure the development and maintenance of standard operating procedures for equipment. Test, calibrate, maintain, repair and operate equipment, arrange for servicing and repair of equipment if required;
- Maintain the School's facilities as a clean, safe work environment in accordance with appropriate legislation and University guidelines;
- Undertake other tasks as directed by the Technical Team Leader relevant to supporting the technical operations of the School.

Key Selection Criteria

Essential

- Completion of an Engineering degree (preferably Electronic or Industrial) without subsequent relevant work experience; or a certificate in electronics with extensive subsequent experience; or equivalent combination of relevant experience and/or education/training.
- Understanding of Health and Safety regulations and procedures and ability to apply these in the day-to-day performance of the functions of the position.
- Demonstrated analytical and technical problem-solving capabilities
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Ability to train staff and students in laboratory techniques and in the use of laboratory equipment

Desirable

- Proficiency in engineering CAD packages including AutoCAD and Solid Works
- Prior experience with vacuum systems technology and helium leak checking
- Experience in design and programming of data acquisition e.g. LabView
- Experience in working in laboratories in an educational environment
- Experience in electronic/mechanical prototyping and instrument making
- A qualification in Level 2 First Aid

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.