

Position Description

Technical Officer - Chemistry

Position No:	New
Business Unit:	Facilities & Technical Services – Science
Division:	Office of the Provost
Department:	Facilities & Technical Services – Science
Classification Level:	HEO5
Employment Type:	Full-time, Continuing
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

Position Context/ Purpose

This position is required to work as part of a technical team within the School, primarily supporting the Chemistry teaching laboratories and 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 these teaching laboratories. It may also provide more general technical support to the wider School.

The position will also contribute to shared services as provided by the Facilities and Technical Services Team consistent with service expectations as negotiated by Technical coordinators and the Senior Manager, Facilities and Technical Services.

Duties at this level may include:

- Ensure the timely preparation, and subsequent clean up, of chemicals, consumables and equipment for use in the School's teaching and research laboratories/facilities.
- Test, calibrate and maintain equipment required for the School's teaching and research laboratories. Arrange for servicing and repair of equipment if required.
- Maintain the School's teaching and research facilities 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.
- Maintain information and databases related to the operation of the School's teaching and research laboratories/facilities.
- In consultation with academic staff, provide advice and assistance in the ordering of laboratory consumables and/or analytical equipment.
- Be responsible for storage and the inventory of chemicals, consumables and equipment for the School's teaching and research laboratories/facilities.
- 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

ESSENTIAL

- A Chemistry degree or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated experience in the maintenance of scientific teaching and/or research equipment/facilities, with respect to operations, maintenance and problem solving.
- High level planning and organising skills.
- Well-developed analytical and technical problem-solving capability.
- Well-developed written and oral communication skills to enable effective communication

and consultation with a wide range and level of customers.

- Ability to interpret and apply relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of the position
- An excellent understanding and demonstrated experience in customer service including high level interpersonal skills and the ability to respond to people positively, confidently and with respect.
- Proficiency in computer software packages such as Word, Excel, Outlook, and databases
- Well-developed understanding of Health & Safety regulations and procedures.

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to implement improvements to local processes.

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.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

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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Initials: Date: