POSITION DESCRIPTION

Position Title: Supervisor, Faculty Workshop Group
Organisation Unit: Faculty of Engineering, Architecture & Information Technology
Position Number: 3038217
Type of Employment: Full time, continuing
Classification: Hew Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://unique.st.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

The Faculty recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

The EAIT Faculty Workshop Group (FWG) plays a pivotal role in supporting teaching and research in design, manufacturing, electrical, electronic and instrumentation.

The FWG is structured under three teams: Skills and Design Training, Prototype Development, and Operations. The Skills and Design Training group will focus primarily on learning and includes the Architecture workshop, the Student Access Workshop (SAW), the Student Technology Centre (STC), and the proposed Student Access Laboratory. The Prototype Development group is involved with the design, development and maintenance of prototyping equipment, ranging from the manufacture of individual components to complex specialist apparatus for use in research and teaching. The group also has the capability to calibrate instrumentation and mechanical safety devices and is also available to participate in procurement activities involving laboratory and workshop equipment. The Instrumentation and Electronics workshop team will support both the Skills and Design and Prototype groups.

For more information about the Faculty, please visit: www.eait.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT
Primary Purpose of Position

The role holder will take full responsibility for workshop staff activities within their assigned area and this may include working across Skills & Design Training and/or Prototype Development. The Supervisor will work with the FWG Manager to ensure efficient and effective services are provided by technical staff in their area to all clients, whether academics, researchers or students, through the successful delivery of all allocated tasks in a timely and safe manner.

Duties

Duties and responsibilities include, but are not limited to:

**Supervisory**

- Supervision of technical officer/senior technical officer positions within their assigned area (Skills & Design Training and/or Prototype Development).
- Management and coordination of FWG scheduled tasks and workloads to facilitate design & build activities for Faculty students and staff, and prototype development
- Assist the FWG Manager in delivering the vision for the future of workshop support for the Faculty
- Ensure a customer focused and responsive service delivery for all aspects of workshop
- Ensure record keeping is adequate to meet legislation, policy, and cost recovery needs

**Technical**

- Provide technical & design support to workshop staff, academics, researchers and students; where relevant lead on the development and delivery of training for specific tasks or equipment
- Assist in the design and development of prototype equipment or structures working with other workshop staff, academics, researchers and students
- Lead on the manufacture and testing of prototype equipment or structures working with other workshop staff, academics, researchers and students
- Provide recommendations for the upgrade of workshop facilities.
- Participate in ensuring that the maintenance of workshop equipment and facilities is appropriate to ensure consistent availability
- Assist with the preparation of estimates/quotes for workshop services to meet the requirements of client projects

**Occupational Health and Safety**

- Authorise & monitor staff and visitor activity in the workshop for safety and security, providing OH&S information, training and supervision including providing correct and acceptable work procedures and practices
- Conduct workshop inductions for all new staff, students and visitors;
- Perform Risk Assessments on activities undertaken to fulfil the role in accordance with the University’s Risk Management System (see the University’s website at [http://www.uq.edu.au/ohs/index.html?page=29960](http://www.uq.edu.au/ohs/index.html?page=29960))
- Ensure application of appropriate risk control measures and standard operating procedures
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Faculty Unit
- Enforce use of appropriate safety systems and personal protective equipment, and
- Comply with safe working procedures and Environmental policy/legislation
**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

**Organisational Relationships**

The position reports to the Faculty Workshop Group Manager and is responsible for supervising the technical officer/senior technical officer positions within their assigned area (Skills & Design Training and/or Prototype Development).

**SELECTION CRITERIA**

- Qualifications in a design/technology area with extensive relevant trade experience
- Proficiency in one or more of the following:
  - modern design approaches, manufacture and fabrication skills
  - the use of 3D (CAD) for design
  - the use of CAM technology
  - a computer assisted design and manufacture environment
  - expert skills in manufacturing products/items from one or more of: metals, wood materials, plastics and electrical/electronic components
  - demonstrated experience in working at 1:1 scale
  - electrical/electronic fault finding and repair techniques to component level using digital and analogue test and measurement equipment
- Knowledge and experience in the OHS safety requirements of a workshop environment
- Knowledge and Experience in one or more of the following:
  - mechanical systems and operations; electrical/electronic instrumentation; automated and computer controlled manufacturing equipment; carpentry; and 1:1 construction techniques
  - modern design and development approaches
  - electrical/electronic schematic drawings
  - precision manufacture of complex apparatus for a variety of applications and often using multiple materials and/or electronic components
  - fabrication of system enclosures and power and signal cabling assemblies
- Proven experience in:
  - coordinating a variety of projects - assessing resources required, assigning priorities, meeting deadlines
  - providing leadership and establish working relationships with staff, students and external contractors
- working independently, taking responsibility for actions and adapting to working within a wide variety of engineering disciplines
- Extensive supervisory experience and an ability to motivate other staff
- Flexibility and adaptability to handle competing work demands and maintain consistently high standards.
- Thorough in the approach of tasks, possession of good organisational skills and a commitment to producing high quality work

**Desirable**

- A demonstrated interest in self-improvement through continued professional development or acquisition of other qualifications relevant to the field.
- Familiarity with workflow management systems
- Experience in a tertiary teaching and/or research environment

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.