POSITION DESCRIPTION

Position Title: Laboratory Support Manager
Organisation Unit: School of Mechanical and Mining Engineering
Position Number: 1037125
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 (60). 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://uniqest.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

With an excellent reputation for quality graduate training and research performance, the School of Mechanical and Mining Engineering delivers a comprehensive range of programs in aerospace, materials, mechanical, mechatronic and mining engineering.

Boasting strong student enrolments in professionally accredited programs, combined with world-class researchers and facilities, we are focused on strengthening our position in the engineering community. We will develop global solutions to contemporary issues and mentor the leaders of tomorrow by attracting the brightest minds and fostering a truly innovative and collaborative work environment.

The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position, regardless of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School 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.

For more information about the School, please visit: http://www.mechmining.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 primary purposes of the position are to -

- Manage a small team of technical staff and provide guidance to laboratory managers.
- Work effectively with the Faculty Workshop Group (FWG) Manager and staff in the delivery of teaching and research programs in the School.
- Provide high quality technical services in support of the School’s teaching and research endeavours, including collaborating effectively with staff and students.
- Effectively manage a number of teaching and research laboratories including ensuring equipment is maintained in safe working order.
- Actively promote and contribute to the maintenance of an effective safety culture within the School.

Duties

Duties and responsibilities include, but are not limited to:
• Manage a small team of technical staff and ensure that cross-coverage of all duties, particularly with those related to the delivery of teaching programs, is maintained.
• Provide guidance to the School’s laboratory managers to assist with the health, safety, and wellness function of their role.
• Contribute to the design, development and provision of practical and laboratory classes for the School’s engineering courses.
• Maintain laboratories and equipment in safe, clean, and working condition for use by students and/or external visitors.
• Provide technical expertise to staff and students in support of teaching and research endeavours.
• Liaise with academic staff and suppliers for the purchase, upgrade and repair of laboratory equipment.
• Train students and staff on the safe use of specialist teaching and research equipment.
• Conduct inductions, prepare risk assessments, and ensure users of laboratories and equipment are thoroughly trained.
• Serve as laboratory manager for a number of teaching and research laboratories within the School.
• Participate in workplace inspections and the implementation of corrective action plans.

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 School Manager, School of Mechanical & Mining Engineering
SELECTION CRITERIA

Essential

- Degree in engineering or related field (e.g. materials science) with three to four years’ relevant work experience in a management capacity; or extensive experience and specialist expertise or broad knowledge in a field of engineering or materials science; or an equivalent combination of relevant experience and/or education/training
- Demonstrated ability to:
  - effectively supervise a small team and provide guidance to laboratory managers who are not direct reports
  - work collaboratively with students individually and in a classroom and contributing to the provision of an excellent student experience
  - prepare, analyse and implement effective health and safety management systems in consultation with researchers
  - use initiative and work unsupervised
  - write reports and present test results to external clients
- Demonstrated experience in a scientific role, preferably in a university or similar educational setting
- Demonstrated effective interpersonal skills to enable an effective working relationship with academic, research, workshop, and administrative staff
- Flexibility and adaptability to handle competing work demands and maintain consistently high standards.
- Experience in the use of MATLAB, CAD/CAM, and/or LabView software.

Desirable

- Demonstrated understanding of mechanical systems, instrumentation and data acquisition, and experience in maintenance of these.

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.