# POSITION DESCRIPTION

**Position Title:** Electronics Workshop Supervisor  
**Organisation Unit:** Faculty of Science  
**Position Number:** 1040015  
**Type of Employment:** Full-time, Continuing  
**Classification:** Hew Level 6  
**Primary Location:** St Lucia  
**Other Locations:** Gatton, Long Pocket, Pinjarra Hills, Moreton Bay Research Station, and Heron Island Research Station

## 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://uniquest.com.au/our-track-record](http://uniquest.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 Science unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, planning, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ is ranked among Australia’s top three research universities for the impact of its ground-breaking projects, addressing today’s global challenges of sustainable energy production, feeding a growing world population, maintaining health and well-being, and managing the impact of climate change on our environment.

The units within the Faculty of Science are internationally recognised and their teaching and research successes create a stimulating environment within which the Faculty staff work.

The Faculty is managed by the Executive Dean, who has direct responsibility for the physical, financial and human resources, academic matters relating to programs and students, and a range of other areas such as the development of research, national and international marketing, and enhanced government, business and community links.

The Science Workshops primary role is to support undergraduate teaching and postgraduate research activities within the Faculty of Science. The same highly specialised services and facilities are also provided to the numerous collaborative, multi-institutional and world class research groups and Centres of Excellence embedded both within and outside the Faculty.

Information about the Faculty of Science Workshops can be found at [http://www.science.uq.edu.au/facilities/content/science-workshops](http://www.science.uq.edu.au/facilities/content/science-workshops)

Information about the Faculty may be accessed on the Faculty’s web site at [http://www.uq.edu.au/science](http://www.uq.edu.au/science)

**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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

Supervise the Faculty of Science Electronics and Electrical Workshop and provide technically-orientated support to workshop clients and technicians. Undertake complex Research and Development (R&D) projects. Provide consultative and design support across the Faculty, its campuses and the wider university.
Duties

Duties and responsibilities include, but are not limited to:

Supervision

- Responsible for the management of day-to-day workshop operations.
- Supervision of all workshop staff, including daily allocation of duties, performance, compliance and productivity.
- Assessment and assignment of tasks and workloads, considering priority, capacity and capabilities of staff.
- Ensure the provision of, and adherence to, safe working systems for workshop staff and clients.
- Provide technical leadership and advice to both clients and fellow technicians.
- Advise the Workshops Manager on the development and management of the workshops physical resources including: space usage; planning and coordination of major and minor capital works; maintenance programs and contracts; major equipment purchases; management of the asset registry.

Operational

- Ensure all equipment is maintained to ensure maximum longevity within the given environment.
- Prepare estimates/quotes for client projects.
- Ensure record keeping is adequate to meet legislation, policy, and cost recovery needs.
- Responsible for undertake routine stocktakes and ensuring consumables are replenished and maintained at appropriate levels.
- Liaise with and provide advice to the Workshops Manager on workshop services provision, product quality, processes and performance matters.

Manufacturing Services

- Develop, manufacture, and test, required equipment or facilities through working with clients, academics, researchers and students, to support research and teaching.
- Advise staff and students on correct and acceptable work procedures and practices.
- Consult with students, academics, research staff and commercial clients to support their research and teaching needs.
- Design, devise and implement efficient and cost-effective construction methods for a wide range of R&D equipment using advanced skills and knowledge. This may include working from limited information supplied verbally and/or by means of drawings (detailed or otherwise) or other documents.

Projects

- Assist Workshops Manager and project leaders in an advisory capacity in conceptual stages of projects.
- Personally manage numerous projects with little or no supervision. Duties include providing technical and design support, receiving jobs directly from clients and sourcing relevant materials for projects.
Maintenance and Calibration Services

- Service, maintain, test and calibrate a variety of equipment, including microscopes and pipettes, to a high standard and in a timely manner.
- Provide a Test and Tag service where/when required.

General

- Model and enforce the use of appropriate safety systems and personal protective equipment.
- Liaise with other universities, government agencies, contractors and suppliers in matters relating to workshop services.
- When necessary, contribute to all areas of the workshop’s operations as required by the Workshops Manager to ensure timely and effective support to the facilities clients.

Customer Service and Quality Assurance

- Liaise with the workshop clients to interpret and develop their service and product needs.
- Ensure a high level of client focus with due care and attention to client priority issues and appropriate levels of client communications.
- Ensure a high level of product quality assurance.

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 of Science Workshops Manager.
SELECTION CRITERIA

Essential

- Completion of a relevant technical or trade qualification with extensive experience or broad knowledge in a technical workshop or an equivalent combination of relevant experience and/or education/training.
- Demonstrated effective written and verbal communication skills.
- Demonstrated ability to work collaboratively with a team and supervise staff, including setting work priorities and delegating tasks.
- Experience in managing the operations of a workshop facility, including coordinating a range of technical and administrative activities.
- Demonstrated technical skills, with the ability to maintain a wide variety of laboratory equipment or similar.
- Demonstrated ability to work on a variety of concurrent projects, with skills in planning and project management.
- Ability to consult with a large variety of staff and stakeholders to provide advice in areas including project management, and the design of construction methods.
- Previous experience and skills in manufacturing, installing, troubleshooting and repairing a wide range of equipment and teaching aids.
- Previous staff supervision experience.
- Ability to prioritise own workload, work independently and meet deadlines.
- Experience with Microsoft Office Suite and other relevant software.

Desirable

- Previous project management experience.
- Pipette and/or microscope repair and maintenance experience.
- Customer service experience.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

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