POSITION DESCRIPTION

Position Title: Fieldwork Technician
Organisation Unit: School of Earth and Environmental Sciences
Position Number: 1042738
Type of Employment: Full time, Continuing
Classification: Hew Level 5

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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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+

UQ has a rapidly growing record of attracting philanthropic support for its activities and will
have further success in this area as an important strategic aim going forward.

Organisational Environment

The School of Earth and Environmental Sciences is a vibrant, multidisciplinary School with
extensive teaching and research programs covering the fields of Geology, Geography,
Environmental Management, Occupational Health and Safety Science and Planning. The
School offers a wide range of undergraduate programs including Bachelor’s degrees in Arts
(Geography) and Science (Geological and Geographical Science), a Bachelor of
Environmental Management and Environmental Science, a Bachelor of Occupational Health
and Safety Science, and a Bachelor of Regional and Town Planning. Honours in Geology,
Geography, Geographical Science, Geophysics, and Computational Earth Sciences.
Coursework masters degrees are offered in Mineral Resources, Environmental
Management, Occupational Health and Safety Science, Geographic Information Science,
and Urban and Regional Planning and the School also contributes to the multi-school Master
of Development Practice. The School offers postgraduate training in research via the Master
of Philosophy and Doctor of Philosophy and currently has over 150 students enrolled in
these degrees. The School has a strong research profile and enjoys an excellent success rate
in nationally competitive grants and has a strong record of high quality publications.

Staff and Resources

The School of Earth and Environmental Sciences is part of the Faculty of Science and is
located on the St Lucia campus (Brisbane) of the University. The School has 104 academic
staff, and 23 administrative and technical staff. There is a large contingent of research
appointments and the School has been active in establishing a range of adjunct positions in
order to promote engagement with leaders in government and the professions.

The School hosts world-class facilities which include a state-of-art planning studio, GIS
computer laboratories and extensive analytical infrastructure. Our facilities include high-end
sample preparation facilities and a laboratory complex that includes radiogenic and stable
isotopes, major and trace element geochemistry, noble gas geochemistry and
geochronology, coal petrology and organic geochemistry, geomicrobiology and fluid
inclusion facilities. Its Centre for Geoscience Computing conducts research on the
mechanics and physics of solid earth processes, on all scales, using supercomputer
simulation. Advanced computational technologies and simulation software development are
applied to a wide range of industrial and environmental fields and provide a driver for
innovation in the general area of simulation-assisted design, specifically in the
sustainable energy, earth resources, mass mining and geotechnical sectors. Further
information and details of the research interests of academic staff may be accessed on the
school’s web site at http://www.sees.uq.edu.au/

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is
DUTY STATEMENT

Primary Purpose of Position

This position will primarily support field and laboratory teaching. The emphasis will be on practical classes with a strong focus on earth and environmental sciences. The appointee will possess flexibility to provide backup support for practical classes in any of the disciplines taught in the School.

This position is responsible for all aspects of fieldwork in the School including organising, facilitating, participating and monitoring. Other roles include assisting academic staff in the development of new practical exercises and maintenance of equipment both in the field and in the lab.

The appointee must have flexibility to work outside of standard office hours on occasion and take holidays outside peak activity times. This role may require weekend work and off campus work when supporting fieldwork.

Duties

Duties and responsibilities include, but are not limited to:

- Provide advice to academic staff and students in relation to proposed or current fieldwork requirements, ensuring compliance with UQ's policies and guidelines.
- Organise all aspects of field teaching for the School, including accommodation, meals and subsistence for staff and students.
- Provide advice to students on the preparation required for their fieldwork.
- Liaise with the School Student Administration team and the Finance Team on matters relating to the requirements for fieldtrips.
- Liaise with relevant sections of UQ and the School on matters relating to fieldwork including Insurance, Occupational Health & Safety, Legal requirements and travel forms.
- Manage equipment requests, make bookings and co-ordinate loading and unloading for major field trips.
- Liaise with academic staff to determine requirements for the preparation and conduct of practical classes.
- Prepare media, chemicals, reagents, equipment, instruments, demonstrations and any other materials needed to support practical classes.
- Set up, take down and clear away all the above as required.
- Assist in the conduct of experiments and demonstrations, including answering demonstrator and student queries about equipment and other materials.
- Maintain field teaching laboratories, equipment and instruments in a clean and serviceable condition including arranging repairs, calibration etc.
- Participate in demonstrator and tutor training for practicals, including safety aspects and experimental procedures.
- Maintain lists of consumables and other items required to support practical classes and raise orders and procurement plans as required.
- Maintain comprehensive preparation/set-up notes for practicals.
- Assist with distribution, handling and administration of teaching related materials such as practical notes and examination papers.
- Assist academic staff in the development and testing of new practical exercises.
**Occupational Health and Safety**

- Maintain equipment inventories with replacement value of items
- Assist with OH&S matters including preparation of all work off campus plans
- Participate in OH&S committee for developing and improving fieldwork safety

**Other**

- Participate as a member of the professional team in meeting the needs of the School.
- Other duties as directed.

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 Lab, Field and Technical Services Manager.

**SELECTION CRITERIA**

**Essential**

- Completion of an undergraduate degree (preferably in physical science or an associated area); with subsequent experience, or an equivalent combination of relevant experience and education/training.
- Broad knowledge with specialist technical expertise and skills related to Earth Sciences, Physical Geography and Environmental Science, including use of a wide range of specialist equipment (eg GPS, dataloggers, climate sensors, coring and sampling of sediments and water, environmental and pollution monitoring, coastal process monitoring, surveying, laboratory, etc).
- An understanding of the range of experiments performed in the work area’s practical classes or the ability to rapidly acquire such knowledge and high level of scientific rigour, accuracy and attention to detail.
- Demonstrated ability to use computer software such as the MS-office suite of programs.
- Knowledge of Occupational Health and Safety, including experience in the field and appropriate field first aid.
- High level problem solving skills and demonstrated initiative in identifying potentially useful new techniques and ability to manage and respond to changing priorities and deadlines.
- Ability to work collaboratively with colleagues in a team situation.
- High level written and oral communication skills.
- Hold a current motor vehicle license.
Desirable

- Current Senior First Aid qualification (HLTAID003 or equiv.) or willingness to undertake training.
- 4WD competency training (COT3059 or equivalent) or willingness to undertake training.
- Medium Rigid (MR) Licence or willingness to undertake training.

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.