POSITION DESCRIPTION

Position Title: Senior Technical Officer
Organisation Unit: School of Mechanical and Mining Engineering
Position Number: 3033200
Type of Employment: Full time, Continuing
Classification: HEW Level 6

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://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

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

To work as part of a small technical staff team, providing high quality support to the School’s teaching and research endeavours including collaborating effectively with staff and students. The role will also actively promote and maintain an effective safety culture including managing a number of teaching and research laboratories within the School.

Duties

Duties and responsibilities include, but are not limited to -

Teaching and Learning

- Contribute to the design, development, set up, documentation, and maintenance of practical and laboratory classes for the School’s undergraduate and postgraduate coursework engineering programs.
- Support student design, build, and test activities through the provision of practical and professional knowhow in engineering design and manufacturing.
• Ensure that coursework practical classes across the School are adequately prepared for and run efficiently in the context of university teaching timetables.
• Provide technical expertise and training to staff and students in support of teaching and research endeavours.

**Research Support**
• Train and instruct research staff and higher degree research (HDR) students in the use of specialist teaching and research equipment.
• Coordinate and conduct experiments as part of funded research projects in collaboration with relevant chief investigators.

**Health, Safety and Wellness**
• 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.
• Maintain laboratories and equipment in safe and clean condition.
• Conduct inductions, prepare risk assessments, and ensure users of laboratories and equipment are thoroughly trained.
• Any other duties as reasonably directed by your supervisor

**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 Laboratory Support Manager.
SELECTED CRITERIA

**Essential**

- Bachelor degree in mechanical engineering or related field or an equivalent amount of relevant experience and/or education /training.
- Demonstrated understanding of mechanical systems, instrumentation and data acquisition, and experience in maintenance of these.
- Demonstrated competence in the use of –
  - MATLAB and/or Labview for data acquisition and control, and
  - CAD/CAM software for engineering design and manufacturing.
- Demonstrated ability to mentor individuals or small groups to contribute to the provision of an excellent student experience.
- Demonstrated effective interpersonal skills required for working with a team of academic and research staff with diverse interests and personalities.
- Demonstrated effective time management skills.

**Desirable**

- Mechanical trade qualification.

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.