Position Description

Title: Technical Research and Innovation Assistant

HEW Level: 4

Faculty/Office: Faculty of Human Sciences

Position Number:

Department/Team: Technical Research & Innovation

Date: February 2019

Position Purpose: To provide administrative and technical support to the Research and Innovation Technical team.

ORGANISATIONAL CONTEXT

Macquarie’s Faculty of Human Sciences holds a distinctive place on the global stage. With several internationally acclaimed centres producing ground-breaking research in areas like linguistics, psychology, cognitive science and education, our faculty is a place of passionate educators and unbridled discovery. Supported by state-of-the-art facilities including the Australian Hearing Hub, we work together to investigate and answer some of the big questions about what makes us human.

The Research and Innovation team are technical specialists who are experts in providing guidance and support across the full lifecycle of clinical, studio and research equipment and research facilities to enable the Faculty to achieve its strategic objectives.

ORGANISATION CHART

Faculty General Manager

Faculty Technical Research and Innovation Team Leader

Senior Scientific Advisor

Senior Technical Research and Innovation Specialist

Technical Research and Innovation Specialist x 3

Technical Research and Innovation Assistant
### KEY ACCOUNTABILITIES

- Support the Research and Innovation team to keep equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, coordinating regular preventive maintenance and organising repairs and making recommendations around appropriate upgrades and improvements.
- Maintain clinical and research facilities including laboratories and studios, ensuring these are clean and safe in accordance with statutory and legislative requirements.
- Maintain the tracking and asset registry for research equipment across the Faculty.
- Coordinate the effective purchase, storage and usage of consumables across research facilities, continually reviewing processes for improvement.
- Monitor and manage online booking systems for Human Sciences research facilities and research spaces to ensure optimal usage and access.
- Provide support and maintain awareness of current projects by attending and participating in project meetings.
- Collaborate with team members, researchers and vendors to perform risk assessments and prepare safe work procedures for research equipment.
- Build and manage relationships with internal and external vendors.
- Identify and contribute to the implementation of improvements to team processes, procedures and use of systems.
- Comply with relevant EE0 and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

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<thead>
<tr>
<th>Reports to:</th>
<th>Faculty Research and Innovation Technical Team Leader</th>
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| Positions Reporting to: | Direct: nil  
Indirect: nil |
| Key Direct Clients: | Faculty Academic & Research Staff  
Immediate team members  
Faculty Research Team  
External Vendors |
| Other Key Relationships: | Central IT  
MQ Research Services |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Criminal History checks |
| Scope and autonomy | Decides when and how to perform variable tasks of greater complexity within the scope of established processes and priorities. |
| Problem solving | Applies knowledge of standard processes, procedures, systems and/or techniques to identify and implement solutions to problems. |
### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td>Planning and Execution: Managing time and resources to complete tasks and achieve objectives.</td>
<td>Perseverance: Persevering despite obstacles to ensure tasks are completed.</td>
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<td>Quality Focus: Ensuring accuracy and quality when completing tasks.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances.</td>
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<td>Communication: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td>Reliability: Meeting commitments and responsibilities.</td>
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<td>Service Focus: Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td>Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td>Relationship Management: Establishing effective working relationships with others.</td>
<td>Resilience: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td>Teamwork: Working in collaboration with others to achieve shared goals.</td>
<td>Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td>Integrity: Maintaining confidentiality, discretion and professionalism.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.
- Degree or qualification in computing science or related discipline and/ or equivalent relevant experience.
- Knowledge of health and safety practices in research facilities environments

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.
- Knowledge of the Faculty of Human Sciences functions and structure.
- Knowledge of what other areas of the University do and how they interact with the Faculty of Human Sciences

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.
- Working in teaching and/or research laboratories
- Trouble shooting and maintaining research/ laboratory equipment
- Communicating technical information in an understandable and straightforward manner
- Maintaining clean and safe research areas/ laboratories and drafting safe work procedures.
- Coordinating the purchasing on research facility/ laboratory consumables
- Maintaining research equipment asset registry and log books