POSITION DESCRIPTION

Technical Manager

Position Level | 8
Faculty/Division | Science
Position Number | 00106329
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Position Summary

The Technical Manager is responsible for providing the professional and technical support necessary to ensure the smooth running and operation of the University’s helium liquefier facility located in the School of Physics.

Working across the University, the Technical Manager also plays an integral role in providing expert laser safety advice and compliance support to the UNSW Sydney Radiation Safety Committee (RSC) and the Director, Research Ethics & Compliance Support. The role will be providing specialist advice to all UNSW Sydney researchers on laser safety matters.

The Technical Manager reports to the School Manager, School of Physics, with dotted reporting to the Manager, Research Ethics and Compliance Support.

The position has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Be responsible for the reliable operation of the helium liquefier facility, identifying risks and implementing measures to ensure continuous operation
- Strategic planning of helium procurement, plant maintenance, and plant upgrades
- Establish low resources loss culture for the liquifier
- Roster and allocate tasks to staff supporting the helium liquefier facility
- Maintain transparent pricing model for users of the helium liquefier facility
• Ensure the continuous operation of equipment and required maintenance is up to date at all time
• Communicate with key stakeholder groups to ensure information is communicated in a timely and effective manner and stakeholder requirements are met
• Implement and maintain OH&S standards and requirements to the highest standards including safe work procedures, hazardous substances handling, risk assessments and conformance with the relevant AS codes.
• Provide expert advice to the UNSW RSC on all aspects of laser safety and compliance.
• Provide support for the UNSW Sydney Radiation Safety Committee (RSC) with the formulation and implementation of UNSW policies and procedures relating to the safe use of lasers and non-ionising radiation sources as specified in the most current versions of the relevant Australian Standards and regulatory Workplace Health and Safety requirements.
• Ensure that the scope of UNSW policy adequately covers all potential hazards and control plans.
• Develop and maintain laser safety training modules and deliver workshops that provide clear guidelines on the requirements and expectations for all laser-based project and facilities housing high powered non-ionising radiation sources, including lasers.
• Resolve complex problems and enquiries, including investigating and managing laser safety issues and providing specialist advice to researchers and the RSC about laser approval processes.
• Apply, interpret and advise on relevant policies and procedures; contribute to the development, continuous improvement and implementation of administrative systems and guidelines.
• With members of the RSC conduct scheduled inspections of all registered laser laboratories across UNSW Sydney to review safety practices and ensure compliance to UNSW policy and ensure completion of follow-up actions by laboratory managers/Schools.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact yourself or others’ health and safety.

Skills and Experience
• A relevant tertiary qualification and subsequent experience in a similar role or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
• Proven technical capabilities in areas aligned with cryogenics and/or Class 3B/4 lasers with a proven ability to apply knowledge and experience to analyse, investigate and solve technical and operational issues.
• Proven experience in developing new initiatives, solving complex problems and designing and optimising low noise electrical measurements
• Demonstrated experience in administration of research laboratories, including conducting routine maintenance, efficient operation of equipment, oversight of consumables and safety documentation
• Demonstrated consultation and interpersonal skills to build strong professional relationships and influence others to achieve compliance in laser safety operations.
• Demonstrated ability to apply, interpret, advise on the development of policies, systems, procedures and guidelines.
• Demonstrated experience developing plans, training programs, writing procedures, reports and communicating legislative requirements to stakeholders.
• Excellent written and verbal communication skills, with a high level of attention to detail and the ability to work with various stakeholders.
• High-level organisational skills with proven ability to deal with multiple tasks, establish priorities and meet deadlines
• Demonstrated ability to work independently and as a member of a cohesive team.
• Demonstrated willingness to develop new expertise and undertake advanced training.
• Advanced computer literacy level, working with a range of computer systems and applications, including Microsoft 365 and other products in the Microsoft suite
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Desirable
• Experience in a laser safety support environment or comprehensive knowledge of codes and legislation related to laser safety along with high-level critical thinking skills to interpret accordingly.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to perform the role successfully. This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.