POSITION DESCRIPTION

Engineering Manager

Position Level | Level 9
Faculty/Division | UNSW Canberra (ADFA)
Position Number | 00023278
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Position Summary

The Engineering Manager leads the SEIT Technical Support Group (TSG) who are responsible for the delivery of technical support services to the School of Engineering and IT. The TSG provides engineering and technical support to the teaching and research activities of the School. This position will provide program management and quality assurance of the systems which collect requests, schedule work and report outcomes for the TSG. Additionally, this position will provide high-level engineering expertise and technical services to the School.

The Engineering Manager has 3 direct reports but manages a team of 21 and reports to the School General Manager.

Accountabilities

Specific accountabilities for this role include:

- Provide high-quality, client-focused service to academics, students and other clients of the School.
- Ensure that critical deadlines and obligations are met.
- Create and maintain functional and amicable working relationships with all stakeholders and demonstrate exemplary professionalism, respect and courtesy at all times.
- Apply judgment and initiative in solving diverse problems.
- Take day-to-day responsibility for setting own priorities and meeting service standards.
- Plan and take a leading role in liaising, consulting and negotiating the development, modification or implementation of changes to policies, programs or practices.
• 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 on the health & safety of yourself or others.

Skills and Experience
• An appropriate UG degree and specialist PG degree or equivalent combination of relevant experience and/or education/industry training with significant relevant engineering experience comprising specialist and technical leadership roles.
• Demonstrated experience in the management of systems to support the efficient and effective delivery of engineering and technical services.
• Demonstrated ability to identify, assess, prioritise and control the risks to health and safety of staff, students and visitors to the work environment.
• High-level written and verbal communication skills including consultation, negotiation and influencing skills.
• Demonstrated ability to work in a team environment and to work independently to successfully achieve project objectives.
• Demonstrated ability to independently analyse, interpret and write technical policies and procedures.
• Knowledge and commitment to and understanding of equity and diversity and WHS principles.
• Knowledge of equity and diversity, and health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position
• Qualification Check
• Criminal History Check
• Identification Check

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

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.