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POSITION DESCRIPTION

Site Maintenance Officer – Balloon Launching Station, Alice Springs, NT

Faculty/Division	UNSW Canberra
Classification Level	Professional 4/5 broadband
Hours & Span (Category)	O - UNSW Canberra all staff
Position number	00023382
Shiftwork status	NOT SHIFTERWORKER
Allowances	Location loading applicable
On call arrangements	N/A
Original document creation	8 August 2024

Position Summary

The Site Maintenance Officer Position is a part of the School of Science, at UNSW Canberra. However, the Position itself is located offsite at the UNSW Balloon Launching Station field site at Alice Springs airport. The Balloon Launching Station is used to conduct scientific research using stratospheric balloon flights. The Site Maintenance Officer works independently to maintain the Balloon Launching Station. Balloon campaigns take place once every 2-3 years and last up to three months. Additional UNSW Canberra staff are on site during campaigns, as well as are many international scientists, technicians and administrators. Past campaigns have involved NASA, the Japanese Space Agency JAXA, and the French Space Agency CNES.

The Site Maintenance Officer reports daily to the Station Director, who is normally based at UNSW Canberra.

Accountabilities

Specific accountabilities for this role include:

Level 4

- Maintain a helium storage compound of area 500 sq. metres, containing a helium compressor and a demountable for a wind monitoring system
- Maintain the main complex of area 2500 sq. metres, housing two payload preparation buildings, workshop and nine demountable buildings.
- Maintain on-site vehicles, including forklift, Site utility vehicles, trailers and other vehicles used for balloon launch activities.

- Maintain plant and workshop facilities.
- Arrange repairs and maintenance of equipment and facilities, maintain basic equipment inventory, and ensure equipment service records are up to date.
- Perform a range of general administrative and financial duties, keeping work logs and maintaining basic financial transaction records.
- Maintain site security.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)

Level 5

In addition to level 4 above:

- Provide technical advice, guidance and assistance to site visitors.
- Repair site equipment.
- Independently perform a range of financial duties, including making purchases required for Site maintenance.

Skills and Experience

Level 4

- Work experience relevant to the role, supported by related training and/or education. A trade certificate is desirable.
- Ability to plan and perform mechanical tasks. Welding experience is desirable. Ability to plan and perform mechanical tasks with exposure, training or knowledge of welding.
- Demonstrated ability to work independently under limited supervision with a high level of integrity and work ethic
- Good oral and written communication skills including basic office work skills.
- Demonstrated high level of integrity and work ethic.
- A valid forklift licence & completion of safe heights work training are desirable.
- 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

Level 5

In addition to level 4 above:

- Independently performing a range of financial duties, including purchasing.
- A demonstrated ability to carry out moderately complex mechanical tasks.

Pre-employment checks required for this position

- Verification of qualifications
- Criminal History Check
- Identification Check
- Australian Work Rights 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.