



Make
it matter.

POSITION DESCRIPTION

Technical Officer – Jewellery

Faculty/Division	Arts, Design & Architecture
Classification Level	Professional 5/6 broadband
Hours & Span (Category)	E - Technical Officer, Senior Technical Officer
Position number	ADMIN ONLY
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	ADMIN ONLY

Position Summary

The Technical Officer provides expert knowledge and technical skills that facilitate making in support of the Faculty's academic programs, and provides technical support to staff and students, while applying and monitoring the appropriate Work Health and Safety procedures and guidelines. Technical Officers cover a range of facilities within the Making Centre including Screen Printing and Textiles, Fashion, Ceramics, Jewellery, Print Making, Tool Room (Wood and Metal Workshops), Hackspace, Resource Centre and the Makerspace.

The Technical Officer is a face-to-face position that supervises all users of the Jewellery Studio, supporting students, staff and researchers and is based on the Paddington campus of UNSW ADA. This position is expected to work flexibly across the Making Centre based on student demand and to support other areas in the Making Centre.

The Technical Officer – Jewellery reports directly to the Senior Technical Officer Toolroom / Jewellery / Ceramic and has no direct reports.

Accountabilities

In addition to relevant skills required to adequately support a particular workshop(s), specific accountabilities for this role include:

Level 5

- Supervise all users of the Jewellery Studio whilst taking all care to provide a safe and effective workshop environment.

- Demonstration of training programs and induction processes.
- Provide fabrication advice to all users of Jewellery Studio.
- Instruct and guide users on materials and technical processes and equipment to facilitate the completion of individual and group projects.
- Plan, schedule, prepare and run formal instruction, demonstration, and inductions.
- Prepare resources for use in the teaching of the Faculty's courses.
- Maintain and service machines and equipment, adhering to and keeping maintenance registers and WHS documentation.
- Responsibility for ordering and replenishing consumables and opening / closing procedures across the Jewellery Studio.
- Establishing and nurturing a vibrant community of confident hands-on makers.
- Have input to future online content to promote the effective use of equipment, software, and hardware.
- Support the creation of a student centric environment that fosters an open, investigative, experimental, and interdisciplinary approach to making.
- Assist in the maintenance of a functional and organised workshop environment.
- Maintain and update administrative systems for WHS training and induction processes.
- Involvement in Faculty initiatives and events such as open days, end of year exhibitions and design reviews.
- Undertake and maintain first aid certification and other WHS training as provided by the employer.
- 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 psychosocial or physical health and safety of yourself or others.

Level 6 (in additional to above)

- Utilise Resource Management Systems (RMS) to ensure workshop resources are scheduled to provide equitable access to students, whilst also supporting the Faculty's teaching and research agenda.
- Provide technical advice matters relating to materials, resources and equipment used in advanced techniques and processes used across the Making Centre.
- Liaise with industry suppliers and specialist representatives on materials, hardware, and software acquisitions.
- Active participation in WHS activities organising appropriate work practices that conform to relevant HS legislation and University health and safety policies.
- Communicate and collaborate with internal stakeholders to better understand, anticipate, and meet their current and future needs in accordance with organisational expectations.

- Maintain and service machines and equipment and materials shop, adhering to and keeping maintenance registers and WHS documentation.

Skills and Experience

Level 5

- A relevant trade certificate or tertiary degree and/or extensive relevant work experience in a technical role.
- Intermediate experience in jewellery and metal smithing processes and tools.
- Technical knowledge of machine and equipment upkeep and maintenance.
- Ability to maintain a professional working environment when working under pressure to meet deadlines.
- Demonstrated ability to develop productive team relationships and contribute to team goals.
- Strong interpersonal and communication skills, and the proven ability to work as part of a diverse team collaboratively.
- Experience working in a workshop environment specifically in an educational setting.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Level 6 (in addition to above)

- Extensive experience in jewellery and metal smithing processes and tools.
- Proven technical knowledge of machine and equipment upkeep and maintenance.
- Proven ability to resolve complex technical and operational problems, utilising advanced fabrication methods and design concepts to deliver creative solutions working collaboratively across the Making Centre.
- Proven ability to build constructive and effective stakeholder relationships and work both independently and collaboratively as part of a team.
- Proven experience and demonstrated success in project coordination and Resource Management Systems (RMS), as well as utilising management principles of planning, resource allocation, communication, implementation, negotiation, evaluation, and reporting.
- Proven and sustained commitment to UNSW's values in action.

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.