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## POSITION DESCRIPTION

# Technical Officer

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Position Level	6
Faculty/Division	Engineering
Position Number	00067176
Original document creation	July 2024

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### Position Summary

The **Technical Officer** contributes to the output of the School through the development, maintenance and efficient day-to-day management of teaching and research equipment, infrastructure and services in the Mechanical and Manufacturing Engineering Laboratories. The Technical Officer will identify research and teaching requirements, facilitate commissioning and maintenance of specialised equipment, and manage user access and training across these two areas.

The Technical Officer plays an active role in compliance with WHS requirements, initiating and managing WHS activities and developing and implementing policies and procedures in collaboration with the HSE Advisor and Laboratory Manager.

The role of Technical Officer reports to the Laboratory Manager and has nil direct reports.

### Accountabilities

Specific accountabilities for this role include:

#### LEVEL 6 (Technical Officer)

- Work with the Technical Staff Team to provide engineering support for the production of apparatus, devices, models and rigs, including manufacturing, constructing and assembling apparatus, devices, models or rigs using the appropriate manufacturing method.
- Independently manage the efficient day-to-day laboratory operations in designated MME laboratories including authorising access to laboratories and equipment, coordinating, conducting and evaluating user training and general user oversight of the laboratories, including for the complex installation, maintenance, repairs, calibration, troubleshooting of School equipment and infrastructure.
- Provide technical advice and support for teaching and/or research in the laboratories, including

concept design and integration into CAD drawings and support for the development of selected PhD and honours projects as required.

- In consultation with academic staff and/or other users, identify requirements in terms of equipment, infrastructure, services and training to help achieve desired lab-based teaching and/or research outcomes.
- Oversee the safe purchase, storage and disposal of chemicals and materials within designated MME laboratories. This includes maintaining a working knowledge of Safety Data Sheets and basic chemical handling.
- Work collectively with the technical team across the School to contribute to a culture of continuous improvement, evaluating existing equipment, infrastructure, service delivery and training, as well as systems, procedures and protocols, to identify opportunities for improvement and implement change as approved by the Laboratory Manager.
- Implement and maintain safety systems within the laboratory environment to comply with University and statutory policies, guidelines and procedures in collaboration with the HSE Advisor and Faculty WHS Coordinator.
- Undertake other relevant duties in the School as directed by the Laboratory Manager consistent with the level of the position.
- 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 and safety of yourself or others.

## Skills and Experience

### Level 6

- A relevant qualification with subsequent practical experience and/or an equivalent level of knowledge gained through any other combination of education, training or experience. Experience in Mechatronics such as electrical/electronic design, MCU programming, robot design and programming is highly desirable.
- Experience in CAD drawings using software such as SolidWorks or equivalent is highly desirable.
- Proficient computing skills including word processing, spreadsheets, and databases.
- Demonstrated experience implementing safety systems and initiatives, including training students and/or staff in safe working practices in a complex laboratory environment.
- Excellent communication and stakeholder engagement skills with a focus on understanding business requirements and being able to translate this into technical concepts and written technical documentation.
- Capability to manage purchasing of chemicals, equipment and other materials in compliance with statutory and University requirements.
- Demonstrated ability to manage competing deadlines and the demonstrated ability to work both independently and as part of a wider technical team for the benefit of the School.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

## PROGRESSION STATEMENT

The incumbent will normally be expected to have reached the top step of level 6 prior to progression to level 7. Criteria for progression to level 7 will be based on satisfactory performance of all duties and accountabilities at level 6 and a demonstrated capacity to take on the duties and accountabilities of the position at level 7.

### **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