



POSITION DESCRIPTION

Workshop Manager

August 2023

UNIVERSITY of 
TASMANIA

Position Summary

College / Division	College of Sciences and Engineering
School / Section	School of Architecture and Design
Location	Launceston
Classification	<u>HEO Level 6</u>
Reports to	Operations Manager
Direct reports	HEO5 Technical Officer(s); HEO3/4 Casual Staff

The Opportunity

We are seeking to appoint a Workshop Manager for the School of Architecture and Design in the College of Sciences and Engineering.

The research and teaching of the School of Architecture and Design upholds values of environmental sustainability, social responsibility, and design excellence. From 2024, the School is co-locating with kindred disciplines from Fine Arts and Information & Communications Technologies to form an ambitious multi-disciplinary creative precinct at the Inveresk Campus, Launceston. As part of this rejuvenation, we are looking for a talented and effective Workshop Manager.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

The Workshop Manager will play a crucial role in the day-to-day operations of the workshop spaces, providing support to undergraduate and postgraduate students, higher degree research students, and academic and professional staff. The Workshop Manager will collaborate closely with various stakeholders within the School and across the University to facilitate learning and research activities. This role forms a crucial support to the new Workshop Building's teaching, learning and research spaces, empowering our students to learn by making and to grow through creative endeavor. The role also involves staying updated with relevant technologies and equipment to meet changing technical, pedagogical, and workforce needs.

Key Result Areas

- Manage the School's Workshop operations, meeting requirements for teaching and research while ensuring adherence to best practice in Safety, Health & Wellbeing (SHW) policies and procedures.
- Represent the School of Architecture & Design professionally with students, prospective students, University staff, industry sectors and throughout the wider community.
- Actively contribute to a collaborative learning environment within the technical team, School, and external disciplines
- Manage technical staff, including performance conversations, recruitment, training, and development.
- Provide technical support, provide advice and suggest projects in collaboration with academic staff for teaching and research programs.
- Instruct and support student projects using CAD software, digital fabrication tools and workshop machinery.
- Devise, design, and realise fabrication projects for the purposes of School and community partners. Collaborate with internal and external fabrication facilities as needed.
- Manage complex capital projects, both of a specialised technical nature and general upgrades, aligned to the School's strategic priorities, within agreed timeframes and to budget.
- Maintain workshop equipment, including digital manufacturing and prototyping technologies.
- Manage workshop budgets and oversee local technical materials purchasing, including procurement and commissioning of major assets and equipment
- Ensure safety procedures and compliance, conduct risk management inspections and inductions, and maintain relevant records.
- Stay updated on relevant technical knowledge and emerging technical skills relevant to architecture and design, including those related to computational design and digital fabrication. Proactively share knowledge within the technical support team and other relevant staff.
- Proactively develop student courses in OnGuard equipment and safety training for specific units and supervise high-risk activities as needed.
- Advocate for a high-performance teaching and research culture, driving continuous improvement to policies and procedures using lean methodology.
- Undertake additional duties as assigned by the supervisor.

Behavioural Expectations

We aim to everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.

- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Detail Oriented: Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.
- Leadership: Assumes responsibility to make decisions and effectively leads, motivates and inspires people to take action.
- Rapport Building: Enjoys interacting with other people and effectively establishes rapport by putting others at ease. Effectively promotes achievement and recognition.
- Investigative: Readily takes up opportunities to learn and acquire new skills and is able to identify issues and make intuitive judgements.

Core Capabilities

- Student Focus: Able to bring the student experience lens to all work activities, contributing to outcomes that evoke student curiosity, interest and passion for disciplinary knowledge and skills.
- Continuous Improvement: Continuously finds ways to improve and simplify processes, systems and practices to deliver improved outcomes for our students, staff and community by utilising practices such as Lean, Agile and Design Thinking.
- Self Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- Community Engagement: Role models a genuine commitment to our mission and plays an active role contributing toward sustainable social, economic and cultural progress for the Tasmanian society we serve.

Role Specific Skills, Knowledge and Experience

- Relevant vocational or tertiary qualifications, extensive industry experience, or a combination of both.
- Experience with creative and fabrication workflows relevant to design and architecture combining digital and analogue/manual tools and techniques, including CNC equipment
- Familiarity with (or willingness to learn) relevant software and hardware, including CAD/CAM/BIM packages (ArchiCAD); 3D modelling (Rhino); visualisation (Adobe Suite); digital survey and fabrication tools (laser scanner; lasercutters; 3D printers; augmented reality); programming/scripting (Grasshopper)
- Strong time management and organizational skills, able to lead and coordinate workflows effectively both independently and as part of a team.
- Understanding of WHS legislation and practices to ensure safe and orderly workplaces in compliance with university policies.
- Excellent communication and interpersonal skills.
- Problem-solving and analytical abilities to address operational issues.
- Experience in manual handling techniques and safe operation of workshop equipment.

Qualifications and Licences

- Current Australian Driver Licence
- Applicants for this position may be required to undergo a criminal history and identity check
- Forklift license or willingness to undergo relevant training.

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

COVID-19

The University of Tasmania recognises that this is critical for the workforce at the University to protect the safety of our workforce and vulnerable Tasmanians. Applicants for this role must be prepared to provide evidence of Covid-19 vaccination as a condition of employment.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position