

Position description

Technical Officer (Research Laboratory)

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| Department/Unit | Civil Engineering |
| Faculty/Division | Faculty of Engineering |
| Classification | HEW Level 4 |
| Work location | Clayton campus |
| Date document created or updated | May 2017 |

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Faculty of Engineering** is one of the best in Australia and is renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental studies to research with a strong applications orientation.

The **Department of Civil Engineering** at Monash University enjoys an international reputation for education and research in the six major disciplines of Geotechnical Engineering, Structural Engineering, Transport Engineering, Water Engineering, Environmental Engineering and Mining Engineering. It has 35 academic staff, 27 professional staff, 18 research staff, and approximately 160 postgraduate students working across these disciplines with undergraduate numbers of approximately 650 across years 2 to 4. The department has considerable physical facilities supporting its research and teaching activities, and is constantly evaluating these facilities in order to meet the level appropriate to the contemporary practice of engineering. The experimental facilities include large strong floor, several environmental chambers, actuators, various loading frames, impact testing rig, fatigue testing machine, gas furnace, electrical furnace, non-contact video extensometer. Water research laboratories and remote environmental monitoring field sites, etc. More information about the department can be found through our website (<http://www.eng.monash.edu.au/civil/>).

Position purpose

The Technical Officer provides technical services and assistance to researchers and staff in the Academic and Research staff, and Students (both undergraduates and post graduates) within the general Laboratory areas of Structures, Geotechnical, Mining and Water/Environmental of the Department to achieve quality teaching and research outcomes. The incumbent plays a major role in ensuring that the technical and resource requirements for teaching and research projects are delivered on time and within budget constraints.

Reporting Line: The position reports to the Laboratory Manager

Supervisory Responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Assist with the conduct of experiments, research trials and/or studies through: set-up, calibration, installation, testing, maintenance and servicing of equipment, manufacture equipment and experimental apparatus using a wide range of machine shop tools, storing and administering materials and specimens samples, chemicals other materials according to standards and protocols, undertaking tests, scientific or technical procedures
2. Provide guidance and basic advice to clients, staff, students and other stakeholders in the area of technical expertise, including use of equipment and compliance with standard operating procedures
3. Maintain the workspace, including attending to equipment, ordering and replenishing supplies, safely disposing of hazardous materials and keeping the area in a safe and tidy condition
4. Undertake data collection, record results and perform routine data analysis/evaluation
5. Provide feedback on and implement continuous improvement activities relating to project, research or technical procedures
6. Comply with standard operating procedures and Occupational Health and Safety (OHS) instructions, policies and procedures and take steps to identify and escalate OHS risks where appropriate
7. Maintain open and effective channels of communication with staff, clients and other stakeholders

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a diploma level qualification with relevant work related experience; or
 - a post-trades certificate as a Tool maker, Instrument Maker, Fitter and Turner or another relevant field with extensive relevant experience and on the job training
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Analytical, technical and data analysis skills and a demonstrated capacity to apply effective technical methods, processes and systems
3. Sound organisational and time management skills, including the ability to perform high-volume tasks to meet deadlines, maintaining a high degree of accuracy and consistency
4. Ability to exercise judgement on work methods and task sequence and adhere to standard procedures/practices
5. Ability to work as an effective member of a team as well as independently under general supervision
6. An ability to acquire knowledge of and apply policies and procedures, such as OHS, Codes of Practice, and standard operating procedures
7. Well-developed communication skills, including the ability to draft basic documentation and interact positively with colleagues and clients
8. Computer literacy and ability to quickly adapt to and learn new systems

Other job related information

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.