



POSITION DESCRIPTION

Facilities and OHS Services
Melbourne School of Engineering

Laboratory Technical Officer – Coursework Engineering Wet Laboratories

(INDIGENOUS AUSTRALIANS ARE ENCOURAGED TO APPLY)

POSITION NO	0019760
CLASSIFICATION	PCS 5
SALARY	\$66,562 - \$76,454 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time (fixed-term) position available for 2 years Fixed term contract type: Replacement Staff Member
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Michelle Mackay Tel +61 3 8344 3443 Email mrmackay@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The Laboratory Technical Officer will be a member of an engineering coursework wet laboratory team that is responsible for the provision of technical support in the School's coursework wet laboratories and the preparation of practical classes from various Engineering disciplines; Biomedical, Chemical, Environmental, Civil and Mechanical. The School currently have two precincts for coursework wet laboratory practical classes. The principal precinct will be the School's purpose-built coursework wet laboratory. The second encompasses the University's engineering precinct and covers coursework laboratory practical classes that may be conducted in various locations within this precinct, including but not limited to: Engineering Workshop, Design and Build Project Laboratory, Engineering Design Studios as well as Research facilities such as the Thermodynamics Laboratory, the Walter Bassett Aerodynamics Laboratory and the Michell Hydraulics Laboratory.

This position works closely with two other Laboratory Technical Officers, reporting to a Senior Laboratory Technical Officer (wet labs) and overseen by the School's Laboratory Manager. Collectively, this wet lab team will provide support across the hours of 8am to 6pm. When the need arises, this position also assists the Senior Laboratory Technical Office (wet labs) and the Laboratory Manager in the development and delivery of new laboratory practical classes.

The Melbourne School of Engineering is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

The Melbourne School of Engineering strongly encourages applications from Indigenous Australians in response to its Indigenous Employment Plan 2016-18.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Completion of degree in Chemical Engineering AND/OR an equivalent combination of relevant experience in an industrial scientific, Chemical Engineering/Chemistry/Environmental/Geotechnical/Soil Science-based teaching laboratory with experience in chemical processes and analytical testing processes and/or education/training;
- ▶ Knowledge and expertise in the use of a wide range of laboratory and scientific instrumentation, including modular equipment designed for chemical engineering education;
- ▶ Excellent communication and interpersonal skills and the ability to work as part of a team, or independently, when required;
- ▶ Demonstrated ability to prioritise, meet deadlines and work efficiently in a busy environment with large volumes of activity;
- ▶ Highly developed written and oral communication and interpersonal skills;
- ▶ A commitment to the delivery of high quality customer service to students and staff, and a commitment to the process of continuous improvement of the standard of service;
- ▶ Ability to show initiative and motivation, with a capacity to contribute to short and long term planning in the timely delivery of services;
- ▶ Ability to interpret and provide advice on established policies and procedures;

- ▶ Demonstrated ability to research and write technical documents and reports including policies and procedures; and
- ▶ A high level of computer literacy with proficiency in the use of Microsoft Office software, internet and email applications.

1.2 DESIRABLE

- ▶ Victorian drivers licence;
- ▶ Experience in a tertiary education environment; and
- ▶ An understanding of Occupational Health and Safety (OHS) issues.

2. *Special Requirements*

- ▶ During the teaching semesters, there will be a need to vary the hours of work from the University standard of 8.45am – 5pm, to either 8:00am – 4:15pm or 10:00am – 6:15pm, in order to provide coverage of lab classes that start from 8:00am to finishes at 6.15pm.
- ▶ Travel to non-Parkville campuses, off campus and other areas may be required;
- ▶ Requirement to work with and handle chemicals where necessary.

3. *Key Responsibilities*

- ▶ Responsible for the preparation of practical classes held in the School's coursework wet laboratory. Disciplines that will require support for these wet laboratory practical classes will include, but are not limited to; Biomedical, Chemical, Civil, Environmental, Geotechnical and Mechanical;
- ▶ Contribute to the development of new and/or upgraded practical classes that will be run in the School's coursework wet laboratories;
- ▶ Contribute to the identification of new or upgraded equipment required for running practical classes in the coursework wet laboratories;
- ▶ Responsible for the service and maintenance of equipment and the replacement of consumables used in the coursework wet laboratories;
- ▶ Responsible for compiling, updating and maintaining the contents of Laboratory Folders, which comprises academic and technical laboratory notes, lab/practical class manuals and other materials vital to the setup, running, servicing and maintenance of the practical classes in the School's course work wet laboratories;
- ▶ Where required, operate equipment used in the coursework wet laboratories;
- ▶ Maintain and operate a booking system for the use of teaching equipment by research and/or parties external to the School;
- ▶ Contribute to the development and maintenance of service delivery performance standards and implement measures for the laboratory service delivery;
- ▶ Ensure safety of design, construction and operations of all work undertaken in the preparation and running of practical classes in the coursework wet laboratories;
- ▶ Contribute to other School-wide activities and other duties as required by the Facilities & OHS Services Unit;
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Job Complexity, Skills, Knowledge

6.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Laboratory Technical Officer reports directly to the Senior Laboratory Technical Officer. Broad supervision and general direction will be provided and duties will be performed independently; however, non-standard situations should be referred back to the Senior Laboratory Technical Officer. The Laboratory Technical Officer also refers to the Senior Laboratory Technical Officer on safety policy and budgetary matters.

Liaison between the Senior Laboratory Technical Officer and academic staff will be regular, but it will be necessary for the Laboratory Technical Officer to maintain objectives and targets and undertake new initiatives using their own management capabilities.

6.2 PROBLEM SOLVING AND JUDGEMENT

The Laboratory Technical Officer must show initiative and creativity in providing solutions to technical issues and problems. This will require the ability to interpret policy, precedent or standards in order to deliver developments or modification of existing practices. It is also expected that staff at this level will be able to review current practices, work flow and

operations and be adept in devising new methods and practices to achieve improvements, streamlining or adaptation.

6.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Laboratory Technical Officer must possess a high level of operational knowledge of equipment and parts used in teaching and research laboratories. Experience with chemical processes and/or analytical testing processes are expected.

6.4 RESOURCE MANAGEMENT

Management of time is important for this position as work has to be completed within a set time frame to allow research work and teaching programs to continue unimpeded. Machinery, instruments and equipment must be maintained and serviced so that it is available for use and operates to the specified tolerances at all times.

6.5 BREADTH OF THE POSITION

The position is required to display a wide range of skills to carry out work ranging from routine repairs on apparatus to the operation of intricate and complex scientific instruments. These instruments, sometimes of a unique and innovative nature, must be operated and maintained to a high level of accuracy and tolerance to ensure the precision of scientific measurements in teaching and research.

The position liaises with a variety of customers from teaching laboratory staff, students and research groups on the work requirements. The incumbent must have the ability to interact with a wide range of clients, many with diverse, multicultural backgrounds

7. Other Information

7.1 FACILITIES AND OHS SERVICES UNIT

The School's Facilities and OHS Services Unit is responsible for coordinating all technical operations within the School, which includes the provision of high quality services to coursework laboratories. Other operational units within the Melbourne School of Engineering include Advancement, Finance, Employee Services, IT, Research Services, and the Office of the Dean. These professional service units provide a range of services to the five academic departments within the School.

7.2 MELBOURNE SCHOOL OF ENGINEERING

<http://www.eng.unimelb.edu.au/>

The Melbourne School of Engineering is one of Australia's leading Engineering Schools and aims to be the school of choice for the highest performing students and research staff in Australia and within the Time Higher Education Supplement top twenty Schools of Engineering internationally by 2020.

7.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The University offers staff many benefits and prospective staff are encouraged to view the following web links:

<http://www.unimelb.edu.au/>

<http://growingesteem.unimelb.edu.au/>

<http://about.unimelb.edu.au/careers>

7.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.