

## Position Description



Position title:	Technical Officer, Science
School/Directorate/VCO:	Academic Services and Support Directorate
Campus:	Berwick Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 5 range
Time fraction:	Part-time
Employment mode:	Continuing employment
Mandatory directions	Directions from Victoria's Chief Health Officer require all Victorian-based Federation University workers to be fully vaccinated, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions.
Further information from:	Margo Dundek, Coordinator, Technical Services Telephone: (03) 5122 6551 Email: margo.dundek@federation.edu.au
Recruitment number:	851210

### Position summary

The Technical Officer, Science is responsible for providing technical support and services to staff and students within the School/s for teaching and research programs. This position will coordinate the access, usage, quality assurance and compliance of a number of laboratories in the School/s and collaborate with academic staff and researchers by providing technical assistance where appropriate.

### Portfolio

The Academic Services and Support is a directorate within the Academic portfolio which services the needs of the Schools and in particular supports the delivery of Academic programs including the administration of work integrated learning.

### Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

### Key responsibilities

1. Provide technical support for teaching laboratories and activities by ensuring all equipment and consumables required are set up prior to and appropriately cleaned, stored and checked on completion to enable quality teaching and research outcomes.
2. Maintain accurate records of individual laboratory requirements for each course and ensure appropriate supplies of equipment and consumables are available.
3. Prepare, organise and distribute equipment, materials and consumables to laboratories and other sites of teaching.
4. Set up, monitor and maintain experimental equipment. Diagnose, and, where possible, repair instrument faults.
5. Complete risk assessments for all technical activities and equipment and assist with the preparation of risk assessments for laboratory activities ensuring compliance with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) requirements.
6. Prepare and safely dispose of materials including hazardous chemicals and biological and other wastes and ensure compliance with all relevant legislation, policies, processes and guidelines.
7. Assist in external excursions and field trips as required. This may include driving small buses and providing first aid if required.
8. Organise access and maintain accurate records of staff and student access to equipment and facilities.
9. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
10. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### Level of supervision and responsibility

The Technical Officer, Science works under general direction and reports to the Coordinator, Technical Services. The position is responsible for providing technical support for teaching and research laboratories and activities. The position is required to perform a wide range of tasks that impact on the successful running of the teaching and research activities of the School/s, therefore the position is required to manage multiple and competing tasks and deadlines.

The Technical Officer, Science is required to resolve problems using the application of standard technical training and experience and within existing policies, procedures and guidelines. Judgement is required to ensure matters are escalated when necessary.

The position is required to have a comprehensive knowledge and application of Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) requirements and the operation and use of laboratory and other technical equipment.

### Position and Organisational relationships

The Technical Officer, Science reports to the Coordinator, Technical Services and is responsible for organising and delivering technical support to programs within the School/s. The position is required to support students and work collaboratively with academic staff.

### Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

#### Training and qualifications

1. Completion of:

- a science degree (preferably in Biotechnology) without subsequent relevant work experience; or
- completion of an advanced diploma qualification and at least one years' subsequent relevant work experience; or
- completion of a diploma qualification and at least two years' subsequent relevant work experience; or
- completion of a Certificate IV and extensive relevant work experience; or
- an equivalent combination of relevant work experience and/or education/training.

#### Experience, knowledge and attributes

1. Demonstrated experience in the preparation, organisation and distribution of equipment, consumables and materials in scientific laboratories and other sites of teaching and research relevant to Sciences.
  2. Demonstrated knowledge and application of OH&S and EH&S responsibilities in laboratory settings, including the ability to identify and mitigate risks to ensure a safe environment.
  3. Demonstrated capacity to assist academic staff with experimental designs and equipment to enable laboratories, other classes and research to be run efficiently and effectively.
  4. Demonstrated ability to document and maintain a range of accurate technical records across a range of subjects areas and research projects.
  5. Demonstrated organisational and time management skills including the ability to prioritise competing work demands and meet strict deadlines.
  6. Demonstrated communication skills and the ability to relate well to a diverse range of staff and students.
  7. Demonstrated ability to use initiative and work independently as well as work collaboratively within a team environment.
2. Demonstrated alignment with the University's commitment to child safety.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*