



**Australian
National
University**

Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	Research School of Physics
Department/Unit:	Physics Education Centre
Position Title:	Education Technical Officer
Classification:	ANU Officer Grade 8 (Technical)
Position No:	-
Responsible to:	Educational Technologist
Number of positions that report to this role:	0
Delegation(s) Assigned:	-

PURPOSE STATEMENT:

The ANU College of Science (CoS) comprises: the Research School of Astronomy and Astrophysics, the Research School of Biology, the Research School of Chemistry, the Research School of Earth Science, the Fenner School of Environment and Society, the Mathematical Sciences Institute, the Research School of Physics, and the Centre for the Public Awareness of Science. Staff and students within the ANU College of Science conduct research and deliver a research-led education program that encompasses the entire breadth of the sciences, supported by extensive international networks and by world-class facilities. The College has a strong tradition of research excellence that has fostered distinguished Nobel Laureates and Kyoto Prize winners and that trains scientific leaders in disciplines in which the ANU is consistently ranked in the top twenty in the world.

The Research School of Physics is the leading physics research and teaching facility in Australia. Research is broadly based in theoretical and experimental physics, having a tradition of excellence leading to ranking among the best in the world.

The Physics Education Centre (PEC) in the Research School of Physics has modern, well-equipped teaching laboratories serviced by a small team of dedicated professionals. The Education Technical Officer will be a crucial part of the team, with responsibility for developing (with relevant academic staff), implementing and maintaining the undergraduate experimental program in Physics. The Education Technical Officer will provide a crucial nexus between academic staff, casual-sessional staff and students in the labs.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Education Technical Officer position is based at Research School of Physics and will work closely with a broad range of personnel including the PEC Educational Technologist and Associate Director (Education). In addition, there will be a requirement to interact with academics, students, and staff from both the ANU and other Australian Institutions who engage with the Physics Education program.

Role Statement:

Under broad direction from the Educational Technologist, the Education Technical Officer will:

- Work in partnership with staff and students to design and develop undergraduate experiments and content delivery to support and enhance the learning experience of students at all levels in the undergraduate physics education program.

- Supervise, induct and mentor Centre users associated with the delivery of the laboratory teaching programme including oversight of resource requirements and operational needs of teaching facilities and equipment.
- Provide high-level technical advice, complex problem solving, strategic planning and support to the PEC Educational Technologist on issues relating to the operation of the School's laboratory-based education activities.
- Provide high-level technical support and advice to students and staff engaged in laboratory-based undergraduate research projects.
- Design and deliver high-level experiment-based training and WHS training for laboratory demonstrators.
- Implement marketing, outreach and development opportunities to promote and extend the Physics Education Centre and enhance its capabilities and teaching outcomes.
- Prepare and maintain laboratory manuals, technical documentation and manage standard operating procedures within the teaching spaces.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
- Other duties as required that are consistent with the classification of the position.

SELECTION CRITERIA:

1. Progress towards or Postgraduate qualifications in Physics or a related field plus extensive experience; or extensive experience and technical management expertise; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in the development and application of scientific ideas for educational purposes.
3. Demonstrated experience in developing scientific educational laboratories (physics preferred) and proven ability to use and maintain scientific laboratory equipment in an educational context including the identification and selection of appropriate technical equipment.
4. Demonstrated experience in staff supervision and mentoring to facilitate and support staff development.
5. Demonstrated capacity to provide high-level support to students and respond to a range of complex educational needs.
6. Demonstrated capacity to formulate and implement policy and contribute to strategic planning within a complex facility, including management of WHS and regulatory requirements and development of standard operating procedures.
7. Proven ability to make strategic decisions, work efficiently, establish priorities, meet deadlines and effectively contribute as a team leader and member of a small team.
8. Excellent interpersonal and communication skills, both written and oral, including the ability to consult, negotiate and liaise effectively with a diverse range of people in an educational and/or scientific context.
9. Proven ability to exercise sound technical judgement in an educational environment and the capacity to acquire new skills and knowledge as required.
10. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate
Signature:

Date:

References:

[Professional Staff Classification Descriptors](#)
[Academic Minimum Standards](#)

For assistance please contact HR Division Ph. 6125 3346



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Science	Dept/School/Section	Research School of Physics
Position Title	Education Officer	Technical	ANU Officer Grade 8 (Technical)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 			
TASK	regular	occasional	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
NON-IONIZING RADIATION			
solar		<input checked="" type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
infra red	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
laser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CHEMICALS			
hazardous substances			
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	
carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			
Supervisor/Delegate Name:		Mika Kohonen	Date: November 2022