



**Australian
National
University**

Position Description

College/Division:	CASS
Faculty/School/Centre:	RSHA
Department/Unit:	School of Art & Design
Position Title:	Technical Officer
Classification:	ANU Officer Grade 4/5 (Technical)
Position No:	
Responsible to:	Technical Services Team Coordinator
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	D8 (000220)

PURPOSE STATEMENT:

The ANU School of Art & Design (SOA&D) is focused on achieving excellence in research and teaching in accordance with its position within Australia's highly ranked university.

The School has a distinctive type of education, research and training; driven by innovative studio-based education, applied and practice-led research, and professional training in combination with art history, art theory, curatorship and design. It is inclusive of material and digital practices and promotes cross-disciplinary education and partnerships to generate innovative visual arts, design and art history and curatorial practice and research. It supports scholarship at all levels – undergraduate, postgraduate coursework and postgraduate research. Current research themes include Art, Politics and Social Engagement; Asia: Innovation and Transformation; Computational Culture Lab; Materiality, Agency and Data; Nature <> Culture; and traditional discipline specific enquiry.

The Technical Officer has responsibility for the provision of operational support to the Technical Services Team Coordinator and the Senior Technical Officers to manage SOA&D equipment, facilities & overall technical support to ensure that all operations meet legislative and University requirements. This position will oversee day-to-day operations, maintenance and management of the facilities and associated equipment.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Technical Officer will work under the general direction of the Technical Services Team Coordinator, and liaise closely with the SOA&D Technical Services Team, the RSHA WHS Consultant and the School Manager, to ensure the safe delivery of teaching, research and engagement activities, and maintenance of associated equipment and facilities of the School. The position will work closely with academic and professional staff, students, visitors and external collaborators.

Role Statement:

Under general direction from the Technical Services Team Coordinator, the Technical Officer will be expected to:

1. Contribute to strategic priorities in the delivery of visual arts and design curriculums in a studio environment.
2. Provide technical oversight of activities and equipment in specialised techniques and processes. This includes support, demonstrations and inductions to students, visitors, external collaborators, professional and academic staff in using School equipment and the preparation of materials.

3. Comply and adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, work with the RSHA WHS Consultants to ensure the School is compliant and deliver WHS in accordance with the ANU WHS Management System.
4. Coordinate teaching and research material supply, equipment needs and maintenance in accordance with ANU procurement, WHS and other relevant ANU policies and procedures.
5. Be skilled in document and verbal communication administration, and have the ability to work independently and collegially with colleagues, students and external partners.
6. Provide coordination of facilities and advise the Building Custodian, the RSHA WHS Consultants and senior technical officers on facility, building and equipment maintenance issues.
7. Comply with all ANU policies and procedures, in particular equal opportunity and respectful relationships.
8. Other duties as required, consistent with the classification of this position.

SELECTION CRITERIA:

1. Tertiary qualifications or equivalent in visual art/design.
2. A demonstrated technical knowledge of a broad range of visual art and design practices, equipment and materials, and a specificity of technical processes in two or more disciplines including ceramics.
3. Proven ability to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people to deliver broad organisations goals.
4. Demonstrated knowledge and understanding of WHS principles and practices, especially as they relate to art/design studios, and the ability to interpret and apply policies and processes across studio and equipment based activities.
5. Demonstrated skills relevant to studio planning and budgeting incorporating equipment maintenance and stock control utilising formats such as Excel, word processing and relevant financial systems.
6. Efficient, organised person with proven ability to prioritise workloads and meet deadlines using sound judgement and communication skills, both oral and written format such as email and file documentation.
7. A demonstrated general knowledge and understanding of equal opportunity principles and WHS and a commitment to their application in a university context.

ANU Officer Levels 4 and 5 are broadbanded in this stream. It is expected that at the higher levels within the ANU Officer 4/5 broadband occupants will have a deeper understanding, and a more independent application, of the technical methods and procedures used, and a consequent increase in the complexity of the functions performed.

References:

[General Staff Classification Descriptors](#)

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.