

# Position Description

## Senior Technical Officer, Biology



### Details

Area	Faculty of Science Engineering and Built Environment
Team	School of Life and Environmental Sciences
Employment	Continuing, Full -Time
Location	Melbourne, Burwood Campus
Classification	HEW 6
Manager Title	Technical Services Coordinator

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

### Overview

The Senior Technical Officer is responsible for proactively supporting the development and delivery of practical teaching research and administrative activities in the areas of Biology and Physiology within the School of Life and Environmental Sciences. This position will manage and support the teaching and learning and research facilities within the school and will assist in the design and development of complex experiments, prepare and develop equipment and manage accurate and up to date written procedures. Expertise will be provided to research staff and students in the operation of instrumentation, equipment repair and use and laboratory safety. While support is aligned predominantly to the Biology and related units that run within the School of Life and Environmental Sciences the incumbent will be required to support other disciplines as required.

The role including the design and development of

Reporting to the Technical Coordinator, the role will:

- Provide day-to-day management of biological laboratories and teaching spaces, including workflow organisation of practical class support.
- Proactively engage with teaching and research activities, in collaboration with academic staff, by providing specialist knowledge, trialling of processes and training on how to work on equipment and processes relevant to biology and physiology based science disciplines. This may include student activities related to teaching in coursework, HDR or final year projects
- Ensure that laboratory equipment is maintained and operated to a safe and high standard and carry out minor repairs to equipment and coordinate with stakeholders within Deakin or outside service engineers as necessary including calibration and maintenance of a wide range of laboratory equipment.
- Ensure appropriate levels of laboratory stocks, equipment or materials are available to conduct teaching and research activities within the School, using relevant purchasing policies and processes
- Coordinate resources within a teaching or research laboratory, or field station environment, on a project basis that could include physical resource allocation, area timetabling and/or liaison with relevant research students, academic, casual, or technical staff.
- Provide technical expertise and training to academics, technical staff, post graduate and undergraduate students in the preparation of materials and operation of equipment for practical classes and the undertaking of research experiments.
- Support various laboratory projects for teaching and research as required, including outreach, industry engagement and inter school activities.
- Ensure the implementation of and compliance with of all University policies that relate to occupational health and safety and risk management, including the maintenance and auditing of a chemical inventory, SDS database, risk assessment database and detailed shared laboratory practical notes, to ensure a safe working environment for all persons involved in the area.

### Accountabilities

- Plan and oversee projects/activities to deliver sustainable outcomes and value within constraints of time, cost and quality. Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration, mutually beneficial ethical alliances and develop common goals.

- Bring a strong customer mindset. Strive for excellence and consult regularly with staff/students/stakeholders to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required. Respond to feedback from stakeholders regarding their satisfaction and perspective with services received with openness and transparency.
- Provide ethical advice to staff/students/stakeholders that address underlying issues, promoting value-adding insights and recommendations. Develop and implement practical, accessible solutions based on stakeholder needs and a customer first mindset.
- Challenge existing processes by formulating creative and inclusive alternative solutions and benefits. Promote solutions to modernise work practices and ensure alignment with Deakin's strategic direction.
- Plan and prioritise work and critical activities appropriately and recognise barriers to achieving outcomes, finds effective ways to deal with them and evaluate progress. Seek to continuously improve and apply critical learnings from projects and initiatives across the University.
- Communicate with confidence using examples and the most appropriate influencing technique for a given situation to increase understanding and support. Build new and productive relationships with a diverse range of potential students, stakeholders or key and influential individuals.
- Establish and demonstrate a high level of learning, energy and commitment. Maintain personal integrity and make decisions consistent with university values.

### Selection

- A Degree in Biology/Science (or related field) with subsequent relevant experience; or
- Extensive experience and specialist knowledge (including dissection skills) or broad knowledge in technical or administrative fields or, an equivalent combination of relevant experience and/or education/training.
- Experience working collaboratively and effectively with multiple internal and external stakeholders clients and/or students

### Capabilities

- **Emotional Intelligence** manages emotions to positively influence behaviour.
- **Communicates** engages others through persuasive and influential communication.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

### Special Requirements

- Infrequent work outside business hours is required (e.g., work at evening or weekend events is required)
- Some travel between campuses and University locations is required
- Drivers Licence
- Working with Children Check
- Level 2 First Aid Certificate \*desirable

### Note

# Position Description

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The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.