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| **Position Title**  | Technical Assistant  |
| **Classification**  | Level 4 |
| **School/Division** | College Services |
| **Centre/Section** | Technical Services |
| **Supervisor Title**  | Scientific Officer, Life Sciences  |
| **Supervisor Position Number**   | 305028 |
| **Position Number** | 101340 |

**Your work area**

College Services provides academic administration and technical support services to the University’s schools, including Heads of School, academic staff and research students. The team is committed to providing effective and efficient services in support of the Schools’ and University’s strategic objectives, with a focus on continuous improvement and best practice.

Technical Services provides discipline specific, applied knowledge and skill sets to support UWA’s teaching and research goals in unison with our academic staff. This team of practitioners is focused on high performance outcomes, compliance and contributing to a pragmatic safety culture via the implementation of safe systems of work. The team operates across a broad portfolio including teaching, fieldwork support, laboratory management, instrument/equipment stewardship, research training/design/optimisation and analysis, program coordination, and workshop design, manufacture and repair.

This team underpins training and learning across the broad Field of Education of “Life Sciences” and may include disciplines such as gross anatomy, physiology, sports science, optometry and podiatry including the curation of associated resources.

**Reporting structure**

Reports to: Scientific Officer, Life Sciences

**Your role**

As the appointee you will, under general direction, provide technical expertise and support to staff and students for any practical activities or research.

**Your key responsibilities**

Assist with the setup of workshop teaching and research environments, liaising with senior technical staff to ensure appropriate materials and equipment are available and fit for purpose

Assist with routine maintenance and servicing of machinery, equipment, instrumentation and materials in accordance with relevant policies, guidelines and procedures

Work within and promote established safe systems of work a UWA

Work within the prescribed guidelines of regulators, licensing agents and governing bodies

Other duties as directed

**Your specific work capabilities (selection criteria)**

Year 12 or equivalent competency

Considerable relevant experience at an appropriate level

Well-developed written and verbal communication skills

Well-developed organisational skills and demonstrated ability to prioritise and meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, email and online/internet based systems

Ability to work independently, show initiative and work productively as part of a team

**Special requirements (selection criteria)**

Able to fit the physical requirements of the position

Some after-hours work may be required

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://www.hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://www.web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](https://www.safety.uwa.edu.au/)