

Position description

Position title:	Technical Coordinator, Electrical Laboratories
School/Directorate/VCO:	Academic Services and Support Directorate
Campus:	Mt Helen Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 6 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849388
Further information from:	Ms Helen Ryan, Manager, Program Support and Technical Services Telephone: (03) 5327 9404 E-mail: h.ryan@federation.edu.au
Position description approved by:	Mr Andrew Evans, General Manager (Higher Education)

This position description is agreed to by:

Employee name

Signature

Date

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

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

Original Issue: 01/11/2009
Current Version: 25/01/2019

Position summary

The Academic Services and Support Directorate is responsible for the provision of professional services to support the Academic Schools within the University.

The Technical Coordinator, Electrical Laboratories is responsible for coordinating specialist technical support and service for key teaching and research infrastructure utilising their skills in electrical engineering (or similar) to staff and students within the School of Science, Engineering and Information Technology across several campuses of the University whilst based at the Mt Helen Campus. The position is responsible for maintaining sensitive equipment and instrumentation, enabling staff to conduct complex experiments and for the Occupational and Health and Safety of the Laboratories.

The Technical Coordinator, Electrical Laboratories will coordinate the access, usage, quality assurance and compliance of a number of laboratories as well as providing Laboratory Services to ensure key teaching and research priorities are met. Responsibilities also include collaboration with researchers on a variety of projects by guiding and contributing to their research aims where appropriate.

Key responsibilities

1. Manage and develop technical staff within the Academic Services and Support Directorate who provide specialist electrical engineering services and software simulation laboratories, managing induction and probationary requirements and the Performance Review and Development Program, and ensuring that appropriate staff resources are available for the support of all laboratory and technical activities.
2. Coordinate, prepare and complete risk assessments for all laboratory and complex technical activities, including power electronics, power systems, power systems protection, electrical machines and other electrical experiments identifying potential risks and implementing risk mitigation strategies.
3. Coordinate and ensure compliance with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) requirements, including providing support and advice to staff and students on requirements.
4. Manage and deliver technical components for the School, including the maintenance of equipment, measurements, instrumentation and calibration of equipment.
5. Coordinate the technical project management of experiments through working closely with academic staff on procurement, needs analysis and time management to meet critical deadlines for laboratories and other sites of teaching and research to enable quality teaching and research outcomes.
6. Monitor budgets and provide regular reports to the Manager, Program Support and Technical Services.
7. In collaboration with academic staff, develop laboratory requirements for courses and research projects.
8. Coordinate and maintain accurate records of individual laboratory requirements for each unit and research project.
9. Provide advice and support to academic staff with experimental designs related to electrical engineering and electrical equipment to enable research, laboratories and other classes to be run efficiently and effectively.

10. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
11. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes 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 Coordinator, Electrical Laboratories works under broad direction of the Manager, Program Support and Technical Services. The Technical Coordinator, Electrical Laboratories will be responsible for monitoring of budget related to electrical technical resources. They will also be responsible for managing and developing a technical team based at several campuses. The position works independently and is required to use initiative in order to meet the requirements of the position as well as contribute to the overall support of the School.

The Technical Coordinator, Electrical Laboratories is responsible for resolving problems using technical analysis and diagnostic skills. Judgement is required to ensure matters are escalated when necessary. The position is also responsible for ensuring compliance with OH&S and EH&S requirements. The position will be responsible for individual time management and for using initiative in prioritising work and balancing a range of competing tasks. Expertise in electrical engineering or similar field experience is essential to support complex experiments and power electronics and New Energy Technology research. The ability to work in a professional, self-motivated and engaged manner with staff and students and have the organisational skills to give appropriate advice is required.

Training and qualifications

A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

The position requires a current valid Electrician's licence with Energy Safe Victoria or be eligible to register in Victoria if from out of state.

Position/Organisational relationships

The Technical Coordinator, Electrical Laboratories reports to the Manager, Program Support and Technical Services and works under the direction of the Dean and Academic staff within the school and is responsible for coordinating the delivery of electrical technical support to the School at several campuses. The position is responsible for working collaboratively with staff within the School, especially academic staff involved in the delivery of programs and research. The position is also responsible for providing assistance to students with their laboratory requirements.

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:

1. A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
 - a. The position requires a current valid Electrician's licence with Energy Safe Victoria.
2. Demonstrated ability to manage and develop staff in electrical technical and laboratory settings.
3. Demonstrated experience in planning, organising and coordinating the preparation, distribution and maintenance of instrumentation, procurement of consumables and materials in scientific laboratories and other sites of teaching and research, including maintaining accurate records.
4. Demonstrated knowledge and application of OH&S and EH&S responsibilities in laboratory settings related to the specialist area of electrical engineering, and a capacity to develop policies and procedures to ensure compliance with OH&S legislation.
5. A demonstrated capacity to assist academic staff with complex electrical experimental designs and calibration of equipment to enable research, laboratories and other classes to be run efficiently and effectively.
6. A demonstrated ability to maintain accurate records of individual laboratory requirements across a range of subject areas and research projects including power electronics to ensure the effective and efficient delivery of teaching and research, including monitoring and reporting on budgets.
7. Demonstrated experience in conducting and monitoring complex electrical experiments, designing and maintaining equipment, undertaking quantitative analysis, interpreting results and preparing reports of a technical nature undertaking quantitative analysis and providing input into the interpretation of results.
8. Demonstrated interpersonal and communication skills, including the ability to relate to a diverse range of staff and students.
9. Demonstrated project management skills with the ability to support academic research projects and meet critical deadlines and meet the growing demands of research in the specialist area.
10. Demonstrated alignment with the University's commitment to child safety.

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.