



Charles Sturt  
University

## Position Description



## Senior Technical Officer

### Technical Services

### Faculty of Science

Classification	Level 6
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Campus	Port Macquarie
Special Conditions	Able to work the required hours, with occasional evening or weekend work and flexibility to vary hours.
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	March 2021

### Faculty of Science - Organisation Environment

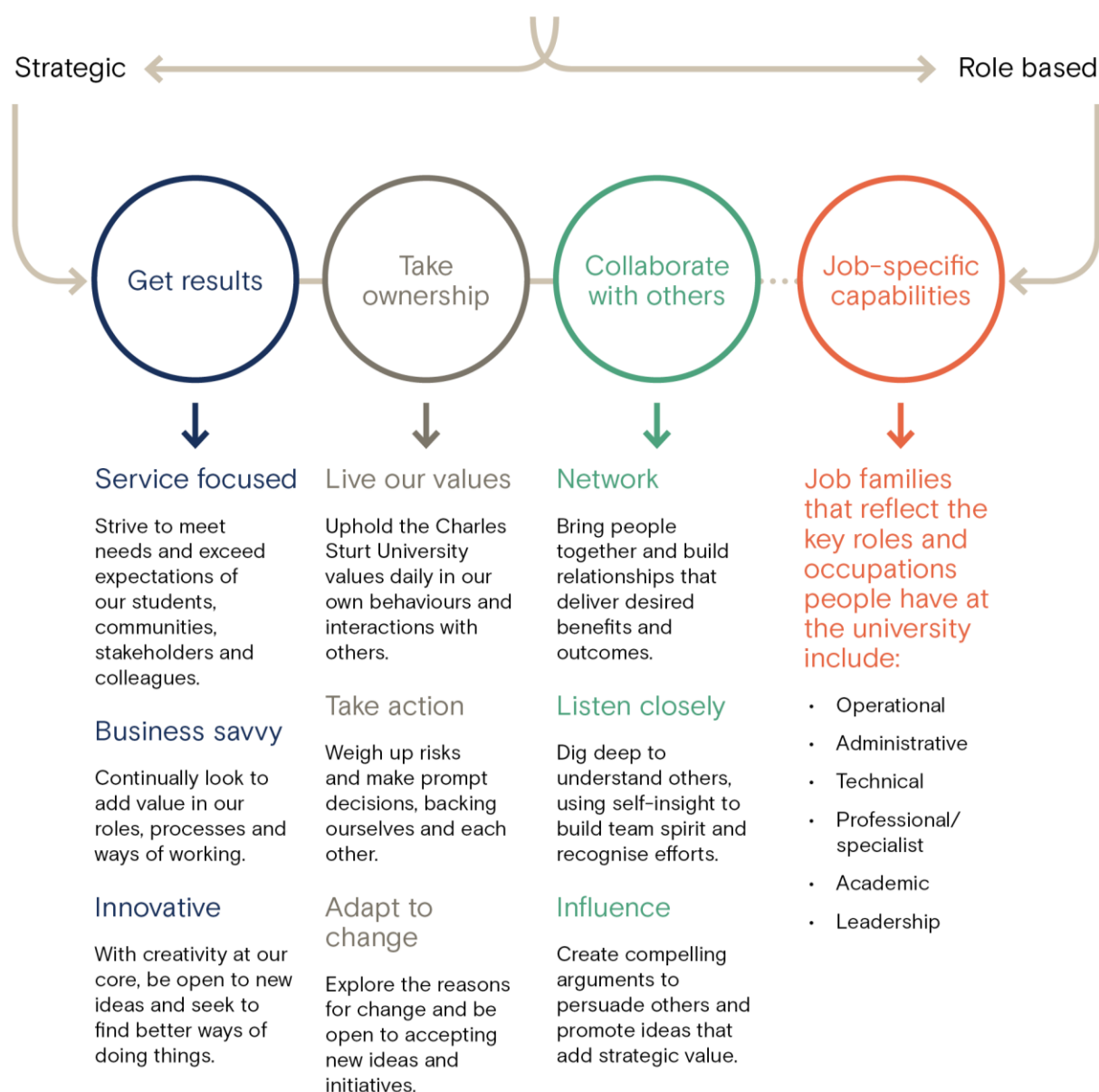
The [Faculty of Science](#) has more than 9000 students and over 500 staff dedicated to advancing scientific knowledge. It delivers flexible and innovative teaching programs designed to produce job-ready graduates for a diverse range of professions. As a leader in strategic and applied research the Faculty aims to enhance and extend scientific knowledge, train and educate future researchers as well as provide scientific solutions to current regional, national and global challenges. The staff and students of the Faculty achieve their educational and research goals through ethical practice, professional collaboration, industry involvement and a commitment to continual improvement.

Within Charles Sturt, the technical service team work seamlessly to facilitate flexible delivery of student centred courses. The Faculty of Science and technical service team facilitates and encourages all staff to become multi-skilled to facilitate interoperability across and between multiple campuses to meet the changing needs and challenges of a dynamic university environment.

Further information on the Faculty of Science may be found here - <http://science.csu.edu.au/>

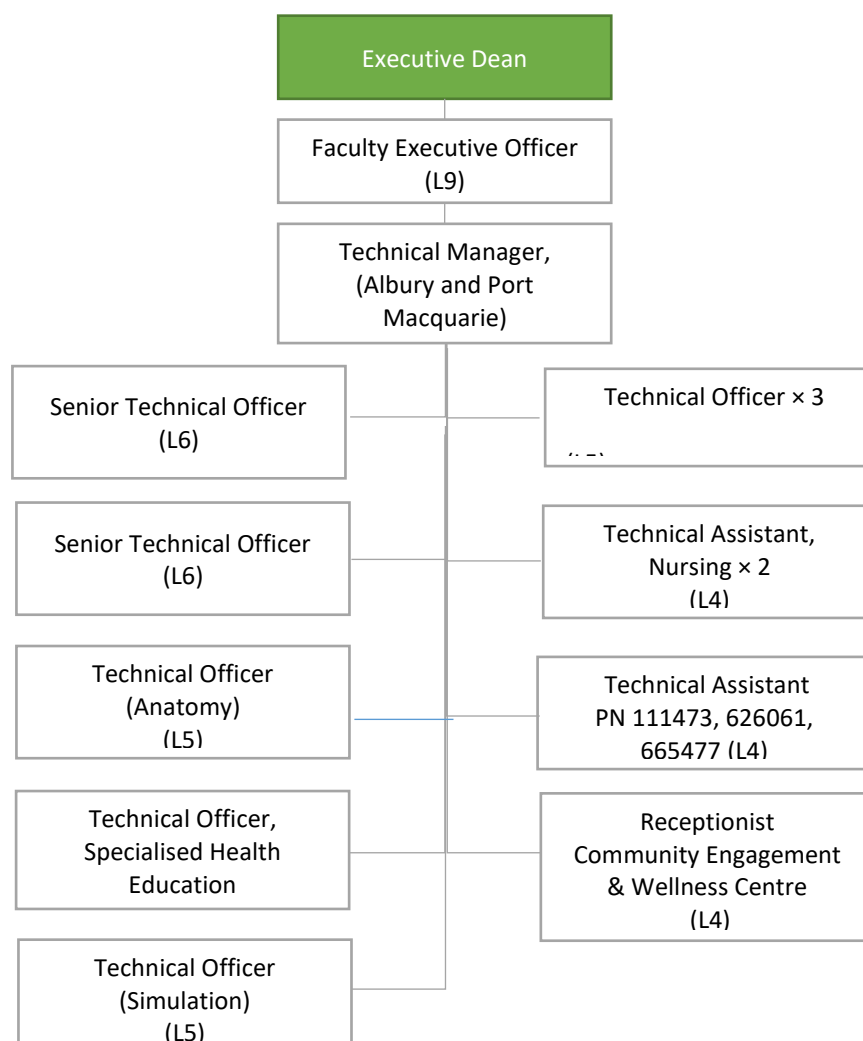


## Our University Values





## Organisational Chart



## Reporting relationship

**This position reports to:** Technical Manager – Albury and Port Macquarie

**This position supervises:** N/A

## Key working relationships

- Academic Staff
- Technical Staff
- Faculty stakeholders
- University stakeholders



## Position overview

This position has a specialised focus and, as such, requires skills, qualifications and experience in Science, Allied Health, pre hospital care and/or nursing.

The successful applicant will be part of the Albury and Port Macquarie Technical Team providing technical and laboratory support for teaching and research in the Faculty of Science. Key tasks include, but are not limited to, assisting the Technical Manager to coordinate and support high quality outcomes in the laboratory, specialist teaching environments and clinics; supervising and training staff and students; risk management; inventory maintenance; auditing; facility and equipment coordination, maintenance, calibration and purchase; assisting postgraduate students with laboratory and instrument training requirements; and assisting with the overall operation of the Faculty's technical facilities.

## Principal responsibilities

Provide quality leadership and technical support for undergraduate teaching classes, research staff, field locations, clinics and stakeholders to deliver outcomes in a timely, flexible and efficient manner:

- Assist the Technical Manager with coordinating activities, including all educational simulation activities, to ensure all required outcomes and partnership responsibilities are achieved;
- Assist the Technical Manager with reviewing and planning future development, including recommendations for the purchase of new equipment, the development or upgrade of facilities and the coordination of the purchase of equipment;
- Order, prepare and co-ordinate materials as assigned;
- Provide expert advice, demonstration and support for facility users in the use of equipment and techniques;
- Develop and implement new protocols and advise on safety aspects, time constraints and budget considerations; and
- Review, evaluate and provide recommendations on the overall performance of the technical facilities.

Ensure the work environment is kept clean and safe:

- Assist the Technical Manager with coordinating facility compliance with relevant statutes, regulations, standards, codes of practice and CSU policies, procedures and guidelines;
- Develop and maintain essential risk management documentation (e.g. safe work procedures, inductions and training records) in consultation with stakeholders;
- Provide expert advice, guidance, inductions, demonstrations and training for equipment and facility users; and
- Assist the Technical Manager with coordinating the maintenance of records, facilities and associated equipment including calibration and maintenance log books.

Develop and maintain teamwork and a supportive work environment:

- Assist the Technical Manager by providing leadership and maintaining co-operative working relationships to ensure a high standard of customer service and successful delivery of quality outcomes for stakeholders;
- Assist the Technical Manager to mentor and train professional/general staff as required; and



- Participate in University committees, projects and community events and encourage other professional/general staff to contribute.

Other duties appropriate to the classification as required.

## Capabilities

It is expected the successful applicant for the position will have the following capabilities:

- The ability to apply high level organisational skills, including time management, in order to prioritise multiple tasks, meet deadlines and cope with peak workloads without supervision;
- An ability to demonstrate self-awareness, personal drive, integrity and ethics;
- An ability to apply and communicate technical and theoretical knowledge in order to perform tasks and to advise and assist others in the workplace;
- An ability to show initiative and interpretation in the application of procedures, technical and theoretical knowledge and present recommendations for solutions to solve diverse problems;
- Being flexible and receptive to new ideas, allowing you to work effectively in an environment of change;
- The ability to build and maintain both internal and external networks/relationships for the purpose of professional collaboration and collegiality;
- An ability to pursue training and further development to learn new skills; and
- An ability to identify and fulfil student/staff needs through excellent interpersonal skills, particularly communication and negotiation.

## Physical capabilities

Manual handling is an inherent physical requirement of this role:

- Manually handle manikins and other pieces of equipment, which may be large and awkward, during the set up and pull down of simulated learning experiences.
- Physically able to sit or stand for extended periods of time to perform work tasks including computer related activities;
- Carry out duties involving frequent bending, reaching/stretching, push/pull, squatting and repetitive lifting. Manual handling equipment may be provided;
- Perform repetitive and fine manipulation tasks; and
- On occasion travel by air or in/drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at: <https://policy.csu.edu.au/view.current.php?id=00176> and <https://policy.csu.edu.au/view.current.php?id=00184>.



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. Degree in a relevant discipline, normally with 2 or more years' subsequent relevant experience to consolidate the theories and principles learned; or extensive experience (e.g., an Associate Diploma with at least 4 years' subsequent relevant experience), leading to either the development of specialist expertise or to the development of broad knowledge, in technical or administrative fields; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated knowledge and proficiency in general laboratory skills and health equipment, and in the operation and maintenance of associated equipment;
- C. Proven ability to work independently and within a productive, efficient and collegial team environment;
- D. Demonstrated ability to assist in the leadership and supervision of staff, development of work plans and daily operations;
- E. Proven experience in implementing risk management systems within the work environment, including developing risk assessments and standard work procedures, monitoring and reviewing risk registers, and acting to minimise potential or actual risk;
- F. Demonstrated knowledge and proficiency in the safe use, handling, storage and disposal of hazardous substances and biological materials with knowledge and application of relevant legislative requirements;
- G. Proven ability to coordinate and keep accurate and up to date records for equipment and consumables.

### Desirable

- H. Demonstrated knowledge and proficiency of working in a tertiary institution;
- I. MR Licence;
- J. Electrical Test and Tag qualification; and
- K. Current first aid certificate.

