

Position description

Position title:	Coordinator, Technical Services
School/Directorate/VCO:	Academic Services and Support Directorate
Campus:	Ballarat/Gippsland/Berwick Campus. Travel between campuses will be required.
Classification:	Within the HEW 6 Level 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:	849380
Further information from:	Helen Ryan Manager (Program Support & Technical Services) Telephone: 03 5327 9404 Email: h.ryan@federation.edu.au
Position description approved by:	Andrew Evans General Manager (Academic)

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: 09/10/2019

Position summary

The Coordinator, Technical Services is responsible for coordinating the provision and providing technical support and services for key teaching and research to staff and students within the School/s in particular in the area of Nursing and allied health. The position is also responsible for collaborating with researchers on a variety of projects by guiding and contributing to their research aims where appropriate.

The Coordinator, Technical Services is responsible for the management and development of staff within the Technical Services team.

Key responsibilities

1. Coordinate asset and consumable management processes and registers in accordance with University policies.
2. Coordinate the purchasing, preparation, organisation, distribution and maintenance of equipment, and purchasing, stocktake, and distribution of consumables and materials to laboratories and other sites of teaching and research to enable quality teaching and research outcomes.
3. Coordinate the technical setup of laboratories across all sites of teaching to enable consistent academic delivery.
4. In collaboration with academic staff and discipline related-technical support staff, develop laboratory requirements for courses and research projects. Coordinate and maintain accurate records of individual laboratory requirements.
5. Manage relationships with external suppliers to negotiate for the provision of appropriate equipment and consumables, within the allocated budget.
6. In collaboration with School management, coordinate and report on allocated budget, providing advice and information to relevant stakeholders.
7. Coordinate staff and student access to facilities (including arranging bookings and documenting usage) and facilitating sessions.
8. Provide advice and support academic staff in the use of specialised simulation equipment.
9. Coordinate, prepare and complete risk assessments for all laboratory and technical activities, identify potential risks and implement risk mitigation strategies. 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.
10. Manage and develop technical staff within the Technical Services team, including overseeing induction and probationary requirements and the Performance Review and Development Program.
11. Coordinate, prepare and safely dispose of materials, including hazardous chemicals and biological wastes to ensure compliance with all relevant legislation, policies, processes and guidelines
12. Plan and coordinate projects under limited direction.

13. Other duties as directed by the Manager (Program Support & Technical Services) as required within the scope of this classification.
14. Reflect and embed the University's Principles, Objectives and Strategic Priorities 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/governance/plans-publications-policies/strategic-plan>.
15. 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 Coordinator, Technical Services reports to and works under broad direction of the Manager (Program Support & Technical Services). The position is responsible for supervising and supporting staff within the Technical Services team.

The Coordinator, Technical Services is responsible for delivering technical support and advice to the School/s, including coordinating the delivery of technical services, and 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 Coordinator, Technical Services is responsible for organising and prioritising workloads, balancing a range of tasks and meeting strict timelines as well as monitoring budgets related to technical resources.

Training and qualifications

- A degree with subsequent relevant experience; or
- extensive experience and specialist knowledge or broad knowledge in a technical field; or
- an equivalent combination of relevant experience and/or education/training.

Position/Organisational relationships

The Coordinator, Technical Services reports to the Manager (Program Support & Technical Services). The position is responsible for working collaboratively with staff within the School/s, 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 be able to 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. Completion of a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical fields; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in planning, organising and coordinating the preparation, distribution and maintenance of equipment, consumables and materials in Health simulation laboratories and other sites of teaching and research, including maintaining accurate records.
3. Demonstrated ability to document, implement and monitor technical procedures to ensure the effective and efficient delivery of teaching and research.
4. Demonstrated knowledge and application of Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities in laboratory settings, including the demonstrated ability to identify and mitigate risks as well as ensure compliance with responsibilities.
5. Demonstrated ability to manage, support and develop staff to achieve objectives.
6. Demonstrated interpersonal and communication skills, including the ability to relate to staff and students.
7. Demonstrated ability to work independently and collegially.
8. 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.