

Position Title	Technical Officer
Classification	Level 5
School/Division	College Services
Centre/Section	Technical Services
Supervisor Title	Scientific Officer
Supervisor Position Number	300222

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 "Biomedical Sciences" and may include disciplines of infection and immunity, pathology, pharmacology, pharmacy, biochemistry and diagnostic pathology including the curation of associated resources.

Reporting structure

Reports to: Scientific Officer

Your role

As the appointee you will, under general direction, provide a high level of discipline specific technical support to academics, technical staff and students for any practical activities or research productivity.

Your key responsibilities

Prepare and setup materials, models and/or prototypes, equipment and instrumentation for teaching and research environments, liaising with technical and academic staff

Liaise with academics to trial and deliver teaching practicals and/or research projects

Demonstrate, develop and optimise techniques and supervise others in the operation of specialist equipment and instrumentation to support teaching and research

Train staff and students in established protocols, procedures and relevant techniques

Maintain accurate records of protocols, procedures, techniques and methodologies

Contribute to the maintenance and servicing program for equipment, instrumentation and materials in accordance with relevant policies, guidelines and procedures

Procure small equipment, consumables and materials needed for teaching and research outcomes

Implement localised safe systems of work for all staff and students, assist with the provision of safety training and advice for the work area in relation to the risk profile

Work within the prescribed guidelines, assist with administration and audit requirements of regulators, licencing agents and governing bodies

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Substantial relevant technical experience at an appropriate level

Experience in implementing a range of policies and procedures to support teaching and research from a technical and scientific perspective

Highly developed written and verbal communication skills

Highly developed organisation skills and demonstrated ability to set priorities and meet deadlines

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

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

Special requirements (selection criteria)

Specified roster of working weeks in line with peak periods

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

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/