



TECHNICAL OFFICER

DEPARTMENT/UNIT	School of Engineering
FACULTY/DIVISION	Civil Engineering
CLASSIFICATION	HEW Level 4
WORK LOCATION	Bandar Sunway, Malaysia

ORGANISATIONAL CONTEXT

Monash University Malaysia is the third largest campus of Australia's largest university. We carry with us the distinction of being the Malaysian constituent of a premier research intensive Australian university ranked among the top 100 universities in the world, and a member of Australia's prestigious Group of Eight.

We have maintained a proud tradition of education and research excellence for 20 years and counting, and are now recognised as a leader in the international higher education sector in Malaysia. Our location in Sunway City, one of the region's industrial hotspots, well positions us for scholarly engagement with Southeast Asia and beyond.

We believe that everyone has the potential to make a positive impact on the world. Throughout the years, we have welcomed more than 20,000 students from over 70 countries who are keen to do so. We provide our students with a supportive learning environment so that they are able to flourish and are empowered to succeed. Every day, we come together to embrace new ideas and devise solutions to address social, political and economic challenges of our communities.

This desire to make a difference and the relentless passion which drives us forward are what define Monash.

For further information see: www.monash.edu.my

SCHOOL OF ENGINEERING

The School of Engineering continues to grow rapidly, particularly in the delivery of undergraduate programs, and through the expansion of its facilities and infrastructure. In addressing global engineering challenges of the 21st century, the expansion of research activities in our Malaysian campus is of high priority for the University, reflected by the significant increase of school collaborative partnership with the industry sector, and through the offering of the Higher Degrees by Research, the Master of Engineering Science (Research) and the Doctor of Philosophy (PhD). The School currently has close to 1,300 undergraduate students, consisting of approximately 60 academic staff, and 40 administrative and technical support staff.

The School offers the 4-year Bachelor degree in 5 disciplines: Chemical Engineering, Civil Engineering, Electrical and Computer Systems Engineering, Mechanical Engineering and Mechatronics Engineering. These are the 5 core disciplines of Engineering, driven by the strong and growing demand for capable graduates in Malaysia, the Asian region and beyond.

In line with the School Development Plan and to meet the thriving market demand, the school is currently planning to offer the Master of Advanced Engineering (Energy and Sustainability) and Bachelor of Software Engineering program in 2016.

For further information: www.eng.monash.edu.my

POSITION PURPOSE

The Technical Officer will be working with the engineering laboratories team in the School and reports to the Senior Technical Officer. This position of Technical Officer will have primary responsibility for the operations of the teaching and research laboratory, providing direct support to laboratory and IT related support to colleagues, academic staff, and students, under the supervision and direction of the Senior Technical.

The major objective of the person in this position is to prepare the laboratories and computer laboratory by setting up the apparatus, ensure the required software/hardware are installed and working and assisting the course lecturers or fellow colleagues to conduct the practical for the respective courses, ensuring student comply with safety rules by conducting safety briefing to student and provide in house fabrication support for students and staff. The position will take responsibility for key roles within the purview of the Laboratory Manager including raising purchasing order, equipment maintenance, servicing and repairs.

Reporting Line: The position reports to the Senior Technical Officer

Supervisory Responsibilities: Not Applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide technical support for laboratory colleagues, academic staff and students

- Assist in planning and identifying appropriate lab materials and equipment
- Implement lab procedures accordingly
- Advise on the need to employ external contractors when appropriate
- Assess, prioritize, manage and coordinate the requirements of undergraduate and postgraduate students, in collaboration with their academic supervisors and researchers, for laboratory project assignments and research, including provision of appropriate technical support

2. Manage the day-to-day operations of the assigned labs and its facilities

- Assist Senior Technical officer in the operation of the engineering Laboratories and their facilities, manage and plan their utilization, and determine future needs
- Update and maintain the responsible laboratory equipment and instruments inventory list
- Identify OHSE related issues and make recommendations to the Lab Manager concerning the implementation of a solution
- Source quotations, prepare purchase requisitions, and order suitable materials and equipment
- Conduct the periodic audit of all assets and reconcile the assets that are not found and take action to either find or report to the Lab Manager for disposal of equipment
- Assist in planning and identifying appropriate lab materials and equipment
- Maintain a material list and tools list and document usage
- Assist the annual audit of all assets and reconcile the assets that are not found and take action to either find or report to the Lab Manager for disposal of equipment
- Maintain appropriate standards of safety and risk minimization of all activities within the assigned labs

- Assist to perform regular checks on lab apparatus and equipment including trials and test runs
- Assist in planning and advice on the upgrading of equipment and lab facilities
- Monitoring and ensuring routine day-to-day maintenance of equipment and ensuring log books and record sheets are completed as required
- Identify cost efficiencies

3. Participate in the conduct of student laboratory activities

- In collaboration with the Laboratory Manager and relevant academic staff, plan, advise and conduct demonstrations of facilities and techniques, and support the other laboratory technical officers in the conduct of laboratory sessions as required

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Completion of a degree without work experience; or
 - Minimum Diploma in Engineering or IT or related area, together with at least 1 years relevant work experience in an engineering laboratory or IT environment or, completion of a post-trades certificate and extensive relevant experience in an engineering or IT laboratory environment

Knowledge and Skills

2. Basic theoretical and practical knowledge of relevant Engineering or IT Discipline science
3. Strong personal skills to build relationship with students and staff
4. Proven ability to work independently under broad supervision
5. Resourceful and possess strong organization and time management skills to coordinate multiple projects and allocate resources accordingly
6. Able to work under pressure and in a team environment
7. Ability to communicate well in English
8. Manual dexterity to perform job responsibilities i.e. moving or re-locating equipment
9. IT-savvy and possess advanced computer skills
10. General understanding of laboratory and OH&S requirements
11. The ability to apply effective work practices, use initiative, work without close supervision and apply attention to detail

OTHER JOB RELATED INFORMATION

- Able to work beyond normal working hours, as and when required
- May be required to work on weekends to support University organized events
- Travel (e.g. to other Monash campuses) for work assignments may be required
- Peak periods of work during which the taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety,

supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.