

# Position Description

## *Senior Technical Officer, Chemistry*



### Details

Area	Faculty of Science, Engineering and Built Environment
Team / School	School of Life and Environmental Sciences
Employment	Full Time and Continuing
Location	Melbourne Burwood Campus
Classification	HEW 6
Manager Title	Technical Services Coordinator,

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

# Position Description

## *Senior Technical Officer, Chemistry*



### Overview

The primary purpose of the Senior Technical Officer is to provide expert of technical support to staff students and other stakeholders undertaking experiments for teaching and research. The Senior Technical Officer will assist in the design and development of complex experiments, prepare and develop equipment and manage accurate and up to date written procedures. Additionally, expertise will be provided to research staff and students in the area of chemical compliance and waste management, operation of instrumentation, equipment repair and use and laboratory safety. The technical support is aligned predominantly to the Chemistry and Biochemistry units that run within the School of Life and Environmental Sciences.

### Accountabilities

- Proactively engage with teaching and research activities, in collaboration with academic staff, by providing specialist knowledge, trialling of processes and training on how to work on equipment and processes relevant to the chemistry, biochemistry and related disciplines. This may include student activities related to teaching in coursework, HDR or final year projects
- Ensure that laboratory equipment is maintained, and operated to a safe and high standard, and carry out minor repairs to equipment and coordinate with stakeholders within Deakin or outside service engineers as necessary
- Ensure appropriate levels of laboratory stocks, equipment or materials are available to conduct teaching and research activities within the School, using relevant purchasing policies and processes
- Coordinate resources within a teaching or research laboratory, on a project basis that could include physical resource allocation, area timetabling and/or liaison with relevant research students, academic, casual, or technical staff
- Communicate with confidence using examples and the most appropriate influencing technique for a given situation to increase understanding and support
- Support various laboratory projects for teaching and research as required, including outreach, industry engagement and inter school activities
- Ensure appropriate laboratory safety standards are maintained, including the maintenance and auditing of a chemical inventory, SDS database, risk assessment database and detailed shared laboratory practical notes.
- Strive for excellence in operations and consult regularly with the relevant stakeholders, to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required

### Selection

#### *Qualifications and experience*

- A Bachelor's degree in Chemistry or a relevant discipline with subsequent relevant experience; or
- Extensive experience and specialist knowledge or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training
- Working knowledge of occupational health and safety regulations, including dangerous goods and hazardous substance handling and management.

# Position Description

## *Senior Technical Officer, Chemistry*



### Capabilities

- **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions
- **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials processes and systems
- **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
- **Service Culture:** Considers other perspectives in making decisions and providing advice; strives to exceed expectations.
- **Consulting and Advice:** Provides expert and valued advice; supports achievement of outcomes for stakeholders
- **Communicating with Influence:** Engages and energises others through clear and persuasive communication

### Special Requirements

- Infrequent work outside business hours is required (evening and weekend work may be required)
- Drivers Licence
- Working with Children Check (refer to Recruitment Procedure)
- Level 2 First Aid Certificate \*desirable

### Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.