

Details

Area	Faculty of Science Engineering and Built Environment
Team	School of Life & Environmental Sciences
Location	Geelong, Waurin Ponds 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.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

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

[Benefits of working at Deakin](#)

Overview

The Senior Technical Officer is responsible for proactively supporting the development and delivery of practical teaching research and associated administrative activities in the school to ensure practical programs are delivered in an efficient manner and that specialist expertise can be provided to assist academic staff and students. This position will manage and support the teaching and learning and research facilities within the school and will assist in the design and development of complex experiments, prepare and develop equipment and manage accurate and up to date written procedures. Expertise will be provided to research staff and students in the operation of instrumentation, equipment repair and use and laboratory safety. While support is aligned predominantly to the microbiological, molecular and cell science based disciplines units run within the school the incumbent will be required to support other disciplines as required.

The position involves contact with other locations within the school for the purpose of coordinating support efforts in teaching and research. The position also requires contact with external organisations for sourcing of supplies and to support research and teaching efforts.

The position requires independent organisation, decision making and problem-solving.

Reporting to the Technical Services Coordinator the role will

- Provide day-to-day management of laboratories and teaching spaces, including workflow organisation of practical class support.
- Proactively engage with teaching activities, in collaboration with academic staff, by providing specialist knowledge and training on how to work or use equipment, software or other laboratory materials predominantly relevant to the discipline. This will include student activities related to teaching in coursework, HDR or final year projects.
- Support the development and delivery of project work, practicals, and other teaching activities in the Molecular Biology discipline to ensure an innovative, engaging and safe student experience.
- Manage and support the teaching and learning and research facilities of Molecular Biology programs, including the design and development of complex experiments.
- Prepare equipment and ensure all procedures and practices are up-to-date primarily in the Molecular Biology area and support other disciplines across the school as required.
- Develop, propose, coordinate and implement technical solutions to support the strategic initiatives and operations of the school.
- 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 providers 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, or field station environment, on a project basis that could include physical resource allocation, area timetabling and/or liaison with relevant research students, academic, casual, or technical staff.
- Provide technical expertise and training to academics, technical staff, postgraduate and undergraduate students in the preparation of materials and operation of equipment for practical classes and the undertaking of research experiments.

- Support various laboratory projects for teaching and research as required, including outreach, industry engagement and inter school activities.
- Ensure the implementation of and compliance with of all University policies that relate to occupational health and safety and risk management to ensure a safe working environment for all persons involved in the area.

Accountabilities

- Prioritise work and critical activities, evaluate progress, recognise barriers to achieving outcomes and find effective ways to deal with them.
- Proactively identify opportunities for improvement and take action and actively seek feedback from colleagues and stakeholders on things that are working well and areas for improvement.
- Act as a coach, work with team members to facilitate growth and development and proactively offer support, help and advice to others within and across teams.
- Build rapport with people outside of immediate team in ways that are respectful and inclusive of others and demonstrate an understanding of how all the different areas of the University interrelate and how own area fits in
- Modify behaviour based on self-awareness and feedback to improve personal impact. Focus on personal emotional wellbeing. Adapt well to change and displays a positive outlook in stressful situations.
- Actively seek information to better understand the customer's perspective, follow through and deliver on promises, respond to feedback with openness and transparency and seek to identify ways to better service the customer.
- Build productive relationships with a diverse range of potential students or stakeholders and communicate with confidence using examples to increase understanding and support.

Selection

- A Bachelor degree in Science with a major in Molecular Biology with subsequent relevant experience; or
- Extensive experience and specialist knowledge or broad knowledge in technical fields; or
- An equivalent combination of relevant experience and/or education/training.
- Experience working in a related field or discipline in higher education or a similar large complex environment.
- Good knowledge of Occupational Health and Safety principles and an understanding of the requirements for safety when working with biological and chemical hazards
- Ability to work with and train research staff and students.

Capabilities

- **Growth Mindset** open to learning and new experiences, invests in development.
- **Communicates** engages others through persuasive and influential communication.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Plans work** plans the delivery of work while balancing priorities and resources.

Special Requirements

- This position may require the incumbent to work outside business hours.
- This position may require the incumbent to travel from time-to-time within Victoria including between campuses,
- This position requires the incumbent to hold a current Working with Children Check
- This position requires the incumbent to hold a valid Victorian drivers license
- This position requires the incumbent to hold or be willing to achieve HLTAID011 Provide First Aid

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.