



**Australian  
National  
University**

## Position Description

College/Division:	College of Arts and Social Sciences
Faculty/School/Centre:	Research School of Humanities and the Arts
Department/Unit:	School of Art and Design
Position Title:	Senior Technical Officer
Classification:	ANU Officer Grade 6 (Technical)
Position No:	2951
Responsible to:	Technical Services Team Coordinator
Number of positions that report to this role:	NIL
Delegation(s) Assigned:	D8

### PURPOSE STATEMENT:

The ANU School of Art & Design (SOA&D) is focused on achieving excellence in research and teaching in accordance with its position within Australia's highly ranked university.

The School has a distinctive type of education, research and training; driven by innovative studio-based education, applied and practice-led research, and professional training in combination with art history, art theory, curatorship and design. It is inclusive of material and digital practices and promotes cross-disciplinary education and partnerships to generate innovative visual arts, design and art history and curatorial practice and research. It supports scholarship at all levels – undergraduate, postgraduate coursework and postgraduate research. Current research themes include Art, Politics and Social Engagement; Asia: Innovation and Transformation; Computational Culture Lab; Materiality, Agency and Data; Nature><Culture; and traditional discipline specific enquiry.

The Senior Technical Officer has responsibility for the provision of high level operational support to the Technical Services Team Coordinator to manage SOA&D equipment, facilities & overall technical support to ensure that all operations meet legislative and University requirements. There is an expectation that the position will contribute technical expertise to the teaching and research planning of the School. The Senior Technical Officer will contribute to wider college and university projects and initiatives, and participate in relevant committees and forums where applicable. Supervision of junior team members may be required.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Senior Technical Officer will work under the broad direction of the Technical Services Team Coordinator, and liaise closely with the SOA&D Technical Services Team, the SOA&D WHS Consultant, and the School Manager to ensure the safe operation, maintenance and development of the School's studios, and technical compliance capabilities. The position will work closely with academic and professional staff, students, visitors and external collaborators.

#### Role Statement:

Under the broad direction of the Technical Services Team Coordinator, the Senior Technical Officer will be expected to:

- Coordinate the daily operations of technical support within the School and provide technical oversight of activities and equipment in specialised techniques and processes, including high-risk activities.
- Provide high-level technical support and advice, complex problem solving, strategic planning and support to academic and professional staff, undergraduate and postgraduate students, visitors and other external users and stakeholders. This includes supporting research students with exhibition installation for examination in the SOA&D Gallery.
- Develop and oversee a maintenance program for the School's teaching and research equipment, including resource and space allocation for studios, equipment and material purchases, and other studio resources in line with the changing needs of the visual arts and design programs.
- Supervise, train and mentor staff and students to build their technical capability.

- Develop and maintain best practice record keeping, including accurate WHS documentation for studio users, and coordinate teaching and research material supply in accordance with ANU procurement, WHS and other relevant ANU policies and procedures.
- Maintain best practice WHS processes and procedures and make an active contribution towards WHS culture, practice and compliance.
- Be highly skilled in documentation and verbal communication, administration, and have the ability to work independently and collegially with colleagues, students and external partners.
- Develop and maintain networks amongst other School and College technical staff and with the College and ANU building and facilities teams, the SOA&D WHS Consultant, the SOA&D Technical Services Team members on facility, building and equipment matters.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
- Other duties as required, consistent with the classification of this position.

#### SELECTION CRITERIA:

1. Tertiary qualifications with subsequent relevant experience in visual art, or experience and expertise with equivalent combinations of relevant experience and/or education/training.
2. Demonstrated experience providing technical services in art disciplines for the operations of a complex studio facility or precinct. Proven capacity to instruct, supervise and induct staff, undergraduate and postgraduate students, and visitors in the safe and efficient use of a broad range of specialised art equipment, materials and processes, in two or more disciplines. Demonstrated experience and knowledge of printmaking techniques are highly desirable.
3. A demonstrated knowledge and strong understanding of WHS practices, especially as they relate to visual art studios, and an ability to assess risk and respond accordingly.
4. Strong information technology and organisational skills with demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines.
5. Proven ability to communicate effectively and concisely, both orally and in writing, and to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people.
6. Demonstrated skills and relevant experience in studio planning and budgeting incorporating equipment maintenance and stock control utilising formats such as Excel, word processing and relevant financial systems.
7. A demonstrated general knowledge and understanding of equal opportunity principles and WHS and a commitment to their application in a university context.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.*

Supervisor/Delegate Name:

Jeremy Lepisto

Date:

May 2022

#### References:

[Professional Staff Classification Descriptors](#)



# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>		<b>Dept/School/Section</b>	
<b>Position Title</b>		<b>Classification</b>	
<b>Position No.</b>		<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.</li> </ul>					
<b>TASK</b>	regular	occasional	<b>TASK</b>	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
<b>Supervisor/Delegate Name:</b>		<i>Jeremy Lepisto</i>		<b>Date:</b>	<i>May 2022</i>