



**Australian
National
University**

Position Description

College/Division:	CASS
Faculty/School/Centre:	RSHA
Department/Unit:	SCHOOL OF ART & DESIGN
Position Title:	Technical Officer
Classification:	Level 4/5 Step 1
Position No:	
Responsible to:	
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	D8 (000220)

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 is currently engaged in strategic redevelopment, building on existing strengths while addressing the future needs of the rapidly changing creative arts and design sector. 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, honours, postgraduate coursework and PhD. Current research themes include nature and culture, materiality and data, politics and activism and traditional discipline specific enquiry.

The technical officer roles are essential within the SOA&D supporting teaching and learning, research and WHS for staff and students. This Technical Officer role is to support and deliver the Schools Visual Arts and Design programs primarily within the Textiles area.

KEY ACCOUNTABILITY AREAS:

The purposes of this position include:

- The role will deliver studio technical support for teaching, research and engagement activities of the SOA&D.
- The role will provide studio technical oversight and coordination of facilities including material and equipment requirements.
- The role will undertake WHS coordination in collaboration with the WHS Officer, the School Manager and academic and professional staff.
- The role will contribute to the wider college and university projects and initiatives and participate in relevant committees and forums where applicable.

Position Dimension & Relationships:

The position is located in the School of Art & Design and associated with the Bachelor of Visual Arts (BVART) and Bachelor of Design (BDES) programs. The appointee will contribute to the research, education and outreach programs of the wider School as required.

Role Statement:

In their role as an ANU Technical Officer Level 4/5 in the School of Art & Design the appointee will be expected to:

1. Contribute to strategic priorities in the delivery of current BVART and BDES curricula in a studio environment with a focus on Textiles.
2. Provide technical oversight of processes and equipment in specialised techniques and processes.

3. Comply and adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations. Work with the SOA&D WHS Consultant to ensure the workshop is compliant and deliver WHS in accordance with the ANU WHS Management System.
4. Coordinate teaching and research material supply, equipment needs and maintenance in accordance with ANU procurement, WHS and fit for purpose policies and procedures.
5. . Be skilled in document and verbal communication administration, and have the ability to work independently and collegially with colleagues, students and external partners.
6. Comply with all ANU policies, in particular equal opportunity and respectful relationships.
7. Other duties as consistent with the classification of the position.

SELECTION CRITERIA:

1. Tertiary qualifications or equivalent in visual art and design
2. A demonstrated technical knowledge of a broad range of visual art and design practices, equipment and materials, and a specificity of technical processes in a range of textile processes and surface print/manipulation.
3. Proven ability to work within a team to deliver broad organisations goals.
4. Demonstrated knowledge and understanding of WHS principles and practices and the ability to interpret and apply policies and processes across studio and equipment based activities.
5. Demonstrated skills relevant to studio planning and budgeting incorporating equipment maintenance and stock control utilising formats such as Excel, word processing and relevant financial systems.
6. Effective organised person with proven ability to prioritise workloads and meet deadlines using sound judgement and communication skills, both oral and written format such as email and file documentation.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

References:

[Professional Staff Classification Descriptors](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CASS	Dept/School/Section	SOA&D
Position Title	Technical Officer	Classification	ANUO4/5 Step 1
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- '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

Potential Hazards

- 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.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
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"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
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):					

Supervisor's Signature:		Print Name:	PHILIP SPELMAN	Date:	21/02/2020
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