

## POSITION DESCRIPTION

<b>Position Title</b>	Technical Officer		
<b>Organisational Unit</b>	Faculty of Education and Arts		
<b>Functional Unit</b>	National School of Education		
<b>Nominated Supervisor</b>	Student Services Officer		
<b>Higher Education Worker (HEW) Level</b>	HEW 4	<b>Campus/Location</b>	Brisbane
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	#HR to assign
<b>Employment Type</b>	0.4 Continuing	<b>Date reviewed</b>	January 2019

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

**Mission Statement:** *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Education
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

## ABOUT THE FACULTY OF EDUCATION AND ARTS

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The Faculty of Education and Arts hosts the National School of Education, the National School of Arts, and two vibrant, multidisciplinary research institutes: the Institute for Learning Sciences and Teacher Education and, the Institute for Religion, Politics and Society. The Faculty is recognised nationally and internationally as a leader in teacher education, and for its rapidly rising profile in the humanities and social sciences, especially in the disciplines of history, politics and sociology. Operating across seven campuses including Adelaide, Ballarat, Brisbane, Canberra, Brisbane, North Sydney, Strathfield and our Rome campus in Italy, the Faculty is home to a lively, multicultural community of more than 12,000 students and offers an engaging program of teaching and research for students and staff. Through its research collaborations, student exchange programs and community engagement initiatives, the Faculty also has strong connections with international universities and an array of government, not-for-profit and private organisations.

ACU has established these new positions in the Faculty of Education and Arts to build on existing strengths and position the Faculty at the forefront of innovation and excellence in teaching, research and engagement into the future.

## ABOUT THE NATIONAL SCHOOL OF EDUCATION

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The National School of Education is the largest provider of initial teacher education in Australia with a strong reputation for its high quality, work-ready graduates. Adding to its traditional strengths in early childhood, primary and secondary initial teacher education, the National School of Education's disciplines reflect key strengths in the areas of early childhood, mathematics and literacy education, the arts, science and technology, educational studies, teacher professional practice, assessment, educational leadership, religious education, Indigenous education, and wellbeing and inclusive education. These disciplines are evidenced both in the undergraduate programs and through its extensive postgraduate coursework programs with strong enrolments. The School also has a large number of students undertaking higher degree study through its Master of Education (Research), PhD and EdD programs.

## POSITION PURPOSE

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The Technical Officer provides technical support services to staff and students within the School of Education, Brisbane by facilitating the efficient operation of, studios/laboratories and learning and teaching spaces on the Brisbane campus. The position's day-to-day duties include performing routine equipment maintenance and conducting risk assessments to maintain safety within teaching spaces at ACU.

## POSITION RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

## Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Prepare, set up and pack down the laboratory/ teaching space and classroom materials to support learning and teaching activities.	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Know ACU Work Processes and Systems</li> </ul>		✓		
Assist with the coordination, organisation and preparation of resources required for learning and teaching activities.	<ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Know ACU Work Processes and Systems</li> </ul>		✓		
Provide routine technical advice, support and instruction for learning and teaching activities, including the demonstration and use of basic equipment.	<ul style="list-style-type: none"> <li>Know ACU Work Processes and Systems</li> <li>Deliver Stakeholder Centric Service</li> </ul>		✓		
Assist in the conduct of experiments and/or set up of materials and equipment for a range of experiments and demonstrations.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Know ACU Work Processes and Systems</li> </ul>		✓		
Conduct routine maintenance and servicing of equipment/workspaces.	<ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Know ACU Work Processes and Systems</li> </ul>		✓		
Maintain stock, including the storage and handling of hazardous substances in accordance with University and legislative guidelines.	<ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>		✓		
Maintain currency of knowledge for all relevant state and industry-based regulations, legislation and ACU policies and procedures.	<ul style="list-style-type: none"> <li>Be Responsible and Accountable for Achieving Excellence</li> <li>Collaborate Effectively</li> </ul>		✓		

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Conduct routine risk assessments and report outcomes to the State Head/ Team Leader and escalating any concerns/queries as required.	<ul style="list-style-type: none"> <li>Know ACU Work Processes and Systems</li> <li>Collaborate Effectively</li> </ul>		✓		
Monitor equipment loans to students and inspect outgoing and returned equipment to prevent damage and loss.	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Know ACU Work Processes and Systems</li> </ul>		✓		
Maintain laboratory records and databases (for example equipment, chemicals and hazardous substances)	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul>		✓		
Provide general laboratory administration including correspondence as required, and contribute to preparing the laboratories for special events, such as Open Day.	<ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Collaborate Effectively</li> </ul>		✓		

## HOW THE ROLE OPERATES

### KEY CHALLENGES AND PROBLEM SOLVING

- Maintaining continued focus and accuracy when completing routine tasks.
- Managing conflicting priorities, expectations and workload, notifying the nominated supervisor of any major conflicting tasks as appropriate.
- Maintain an awareness of and the ability to meet regulatory requirements and university guidelines, taking necessary action where a safety issue is identified and seeking advice from the Nominated Supervisor as necessary.
- Install and dismantle demonstrations/exhibitions/equipment in a timely manner, often with demanding schedules required by teaching timetables, to contribute to efficient teaching practice.

### DECISION MAKING/AUTHORITY TO ACT

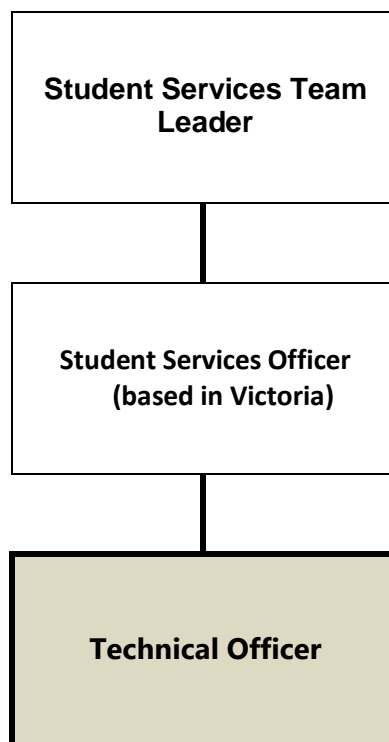
- The position holder is responsible for reporting unsafe practices within the laboratories/studios and scientific/simulation learning environment and taking immediate action where necessary to prevent an accident or injury occurring.

- The position holder responds to routine enquiries, referring more complex matters to more senior staff or nominated supervisor for guidance and or resolution. Procedure manuals and guidelines assist the position holder with routine enquiries.
- The position holder has the authority to supervise students utilising laboratories/studios and scientific/simulation learning environments to ensure activities performed adhere to university workplace safety regulations.

#### COMMUNICATION/WORKING RELATIONSHIPS – HEW 4

- The position holder communicates with a range of internal stakeholders= and is responsible for communicating policies and procedures consistent with the relevant legislation and regulations.
- The position holder communicates with students on a regular basis to provide technical instruction, guidance, organise space requirements, loan equipment and answer queries related to the use of laboratories/studios.

#### Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

#### SELECTION CRITERIA

##### Qualifications, skills, knowledge and experience – HEW 4

1.	Completion of a diploma level qualification with related work experience; or an equivalent combination of relevant experience and/or education training within a laboratory or simulation environment.
2.	Knowledge of work, health and safety practices within a laboratory/simulation environment.
3.	Demonstrated attention to detail and ability to keep accurate records with an understanding of compliance management.

##### Core Competencies (as per the [Capability Development Framework](#))

4.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
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5.	Demonstrated ability to work collaboratively with a range of internal and external stakeholders in order to capitalise on all available expertise in pursuit of excellence.
6.	Demonstrated ability to communicate effectively with people at all levels of the organisation, including professional, academic and teaching staff, to gain their support and meet objectives of the organisational unit.
7.	Demonstrated ability to plan work activities, prioritise time and resources using established processes, procedures and technologies to achieve optimum efficiency and effectiveness.

**Other attributes**

8.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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