

Position Description

Senior Coordinator, Facilities & Technical Services (Science)

Position No: NEW

Classification: HEO8

Position Supervisor: Please refer to MyHR

Other Benefits: <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Purpose

This position is required to work as part of a technical team which supports teaching and research activities. Reporting to the Senior Manager, Facilities and Technical Services, this position will have responsibility for day to day management of the facilities and technical support services of the Science disciplines, to ensure that the teaching and research needs of the disciplines and research groups are met efficiently and effectively.

Duties at this level will include:

- Performs tasks requiring the integration of substantial theoretical (or policy) and professional knowledge to manage significant programs, or develop, review or evaluate significant policies, programs or initiatives.
- Identifies trends, strengths, weaknesses, opportunities and risks in specialist areas of responsibility that may have an impact on the University/School/Division/Department/Sub unit, to enable appropriate and timely action to be administered.
- Manages other administrative, technical and/or professional staff.
- Will have scope to reset priorities or resources within overall program objectives.
- Applies broad and/or deep knowledge and experience of work area or field of expertise to provide advice/guidance/specialist resources to others or to address significant problems or unresolved issues, some of which will be multi-disciplinary in nature.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- In conjunction with the Advisor, Compliance ensure compliance with OH&S, OGTR, AQIS, EPA and other legislative, regulatory and University requirements.

- Manage the physical infrastructure of the School – by proactively monitoring and responding to information, ensuring the development and maintenance of standard operating procedures for equipment and operations, and liaising with external suppliers and relevant areas of the University – such that the infrastructure and equipment is kept in good order, and repairs, services and maintenance are carried out in a timely and effective manner.
- Coordinate, implement and support everyday requirements of the Teaching laboratories.
- Manage and monitor safety policy and procedures for the disciplines.
- Assist with special projects or other duties within the designated function of the position as requested by the Manager, Facilities and Technical Services (for example, the space and equipment management project).

Essential Criteria

Skills and knowledge required for the position

- A degree with substantial extension of the theories and principles, learned through experience, or a range of management experience, or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated high level of self-motivation and personal management skills.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
- Proven experience and success in managing staff performance and development.
- Demonstrated experience in a scientific laboratory management role.
- Familiarity with a wide range of scientific equipment and laboratory infrastructure, its use, maintenance and management.
- Sound understanding of Health & Safety regulations and procedures.
- Proficiency in computer software packages such as Word, Excel and Outlook.

Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to cultivate and create space for creativity and innovation, enabling staff members to solve local problems and identify improvements to current work practices.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials: Date: