



POSITION DESCRIPTION

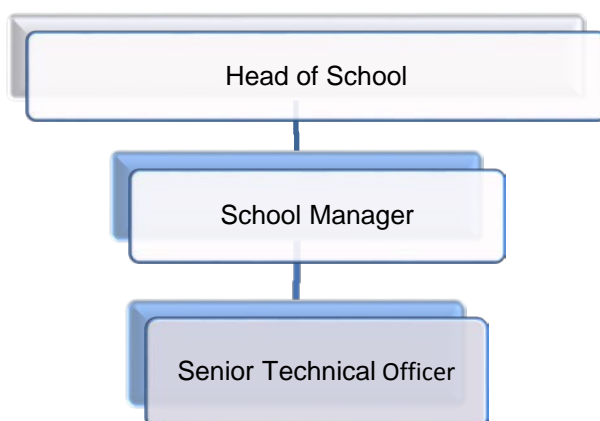
POSITION TITLE	Senior Technical Officer
POSITION NUMBER	00042413
POSITION LEVEL	HEW Level
GROUP	Griffith Sciences
ELEMENT	Griffith School of Engineering
SUPERVISORY RESPONSIBILITIES	Technical Officer HEW Level 5 Casual staff as designated
LOCATION OF WORK	Nathan Campus
EMPLOYMENT TYPE	Continuing

BACKGROUND

The Griffith School of Engineering has been providing tertiary qualifications to the Engineering profession for over 2 decades, and is known for its innovative and student focussed teaching approaches and its strong industry relationships. There has been a rapid growth in student numbers since 2007 and we now teach over 950 full-time equivalent students at both undergraduate and postgraduate programs in several disciplines, including Civil, Mechanical, Electrical and Electronic and Environmental Engineering as well as in Industrial Design.

This position will provide technical support to academics, general staff, undergraduate and postgraduate students in the Griffith School of Engineering at the Nathan campus. This position may be required to work across the Gold Coast and Nathan campuses.

REPORTING RELATIONSHIPS



POSITION OBJECTIVES

This role will provide technical support to staff and students in the Griffith School of Engineering at the Nathan campus. The focus will be on providing technical and scientific support to students and staff engaged in specialist Environmental Engineering activities within the School's laboratories and fieldwork exercises. This person will be required to set-up, service and dismantle experimental apparatus, instrumentation and materials for undertreated laboratory practical cases. They will also pre-run experiments and work with academics to achieve the required results. This role will manage and delegate duties to casual and continuing technical staff members within the School of Engineering. As part of this role they will be required to maintain safety standards and support the schools WH&S responsibilities at the Nathan campus.

KEY ACCOUNTABILITIES

- Provide technical operations support to the assigned Course Convenor for teaching and promotional activities within the Griffith School of Engineering. Where required, demonstrate technical instructions on the safe and correct operating techniques of relevant equipment, and assist academics and/or students. Establish and maintain detailed laboratory resource statements and preparation notes, as well as ensuring that laboratories are prepared for school activities.
- Advise and assist Course Conveners, Academic and Research staff as well as Higher Degree Research (HDR) students with equipment requirements. Liaise with external agencies and suppliers to procure the relevant materials and equipment by utilising the university financial system.
- Actively contribute to the improvement of laboratories. Assist with the supervision of technical projects for small groups of students, dissertation projects and small workshop classes.
- Manage and perform regular calibration and maintenance on relevant engineering equipment ensuring it is functional and safe to use. Engage with internal and external agencies to acquisition specialised and replacement teaching equipment.
- Oversee and manage the day to day activities undertaken by direct reports.
- Actively contribute to the planning and timetabling of laboratory programs associate with engineering.
- Establish and maintain safety documentation such as risk assessments, safety audits and standard operating procedures for laboratory and field activities. Implement new safety procedures and advise staff and students when required.
- Actively participates in team meetings through sharing ideas and contributing to discussions
- Ensure compliance with relevant legislation and University policies and procedures, including equity, health and safety and exhibit good practice in relation to same.

- Maintain fair, ethical and professional work practices in accordance with the University Code of Conduct.

FINANCIAL DELEGATION

Up to \$1000.

SELECTION CRITERIA

Essential:

- A relevant tertiary certificate IV / diploma or substantial progress towards a relevant degree or an approved combination of qualifications and experience.
- Minimum of five years relevant work experience in Environmental Engineering activities such as, Fluid Mechanics, Renewable Energy Systems and Soil Mechanics.
- Laboratory experience relating to Environmental and Civil Engineering testing equipment. Previous practical laboratory experience in a research/scientific environment, and working as technical support in a School or University is desirable.
- Excellent communication skills.
- Demonstrated ability to work independently as well as part of a team.
- A sound knowledge of relevant Workplace Health and Safety Legislation.
- A current Queensland Driver's License.
- Well-developed word processing and spreadsheet software skills and excellent communication skills. Computing skills in data acquisition and manipulation is desirable.

Desirable:

- A knowledge of laboratory and field techniques in Engineering and Hydraulics.

BENEFITS AND CONDITIONS

The following links provide access to information regarding the range of benefits enjoyed by Griffith staff and also key information regarding employment conditions.

BENEFITS	CONDITIONS
<ul style="list-style-type: none"> • Education assistance for Academic staff • Education assistance for General staff • Health plan • Salary packaging • Superannuation 	<ul style="list-style-type: none"> • Code of conduct • Academic Staff Enterprise Agreement • General Staff Enterprise Agreement • Fairwork Australia Information Statement

For more benefits and conditions information follow this link: [Griffith University | Pay, conditions and benefits > Employment](#)