

POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: Fabrication Technician Level: 6/7
 Faculty/Division: Australian Institute for Innovative Materials
 Department/Location: Intelligent Polymer Research Institute

Primary Purpose of the Position:

The person will be required work as a part of a team, specifically to work in collaboration with staff and students in the realisation of 2D and 3D structures through the development of CAD drawings and operation of a range of Additive Fabrication and coating systems. In association with staff and students this person will identify and prepare practical solutions for required devices and components, communicate design brief(s) to commercial partners, and be involved in system commissioning, maintenance, validation, and general operation.

Position Environment:

This is a position within the UOW Intelligent Polymer Research Institute (IPRI), lead node of ARC Centre of Excellence for Electromaterials Science (ACES) based at the state-of-the-art Australian Institute for Innovative Materials (AIIM and AIIM P&D) at the University of Wollongong's Innovation Campus.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1	Preparation of device design and CAD for ongoing ARC Linkage projects based on verbal and written interactions with researchers	High quality solutions for manufacture through Additive Fabrication or Conventional Fabrication techniques.	
2	Maintenance and General Operation of Additive Fabrication and materials coating/printing equipment.	Equipment maintained to excellent operating standard ensuring continued high quality component production.	
3	Direct liaison with ARC Linkage clients	To plan and deliver outcomes in a timely, accurate manner to the satisfaction of clients.	
4	Relieve excess workload of existing Research Engineers	Reduced lead time for researchers in workflow	
5	Assistance with project management and administration, including preparation of quarterly reports, assisting with workshops and preparation of newsletter items.	To ensure proper functioning of the project.	
6	Support for IPRI/ACES clients, academic : Assist in preparing laboratory demonstrations	Laboratory demonstrations, ensuring that research and projects in the area of bio-fabrication are properly supported.	

7	Perform other duties as required	Duties performed	
8	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
9	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Prof Gordon Wallace
The position supervises the following positions:	Nil.
Other Key Contacts:	Assoc Prof Peter Innis & Dr Stephen Beirne

Key Relationships:

Contact/Organisation:

Prof Gordon Wallace
Assoc Prof Peter Innis
Dr Stephen Beirne

Purpose & Frequency of contact

Monthly technical meeting
Technical meetings as required
Supervision Daily / Lab

Key Challenges:

1. Translation of researcher concepts to viable CAD representation for design validation.
2. Production and testing of designed components and devices to meet the standards required by researchers.
3. Meeting end-users requirements

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Experience of CAD design, knowledge of Solidworks preferable
- Experience of design for manufacture, particularly considerations for additive fabrication
- Demonstrate well developed written, oral communication and interpersonal skills.
- Demonstrated knowledge of OH&S regulations and procedures.

- Well developed organisational and problem solving skills.
- Demonstrated ability to work independently or as a team member.
- Ability to work under pressure to meet deadlines provided by internal / external clients.

Desireable:

- Knowledge of and experience in polymer/metal machining and coating techniques.
- Knowledge of and experience in Additive Fabrication techniques.

SELECTION CRITERIA - Education & Experience:

Essential:

- Degree in relevant field such as in Engineering, Information Technology
- Demonstrated experience in CAD design, modeling and animation.
- Demonstrated experience with CAD/CAM design software
- Experience with general equipment operation and maintenance.

Desireable:

- Knowledge of CAD/CAM design software.
- Knowledge of microcontroller systems and software / programme development.
- Demonstrated experience in providing exceptional customer service and support.

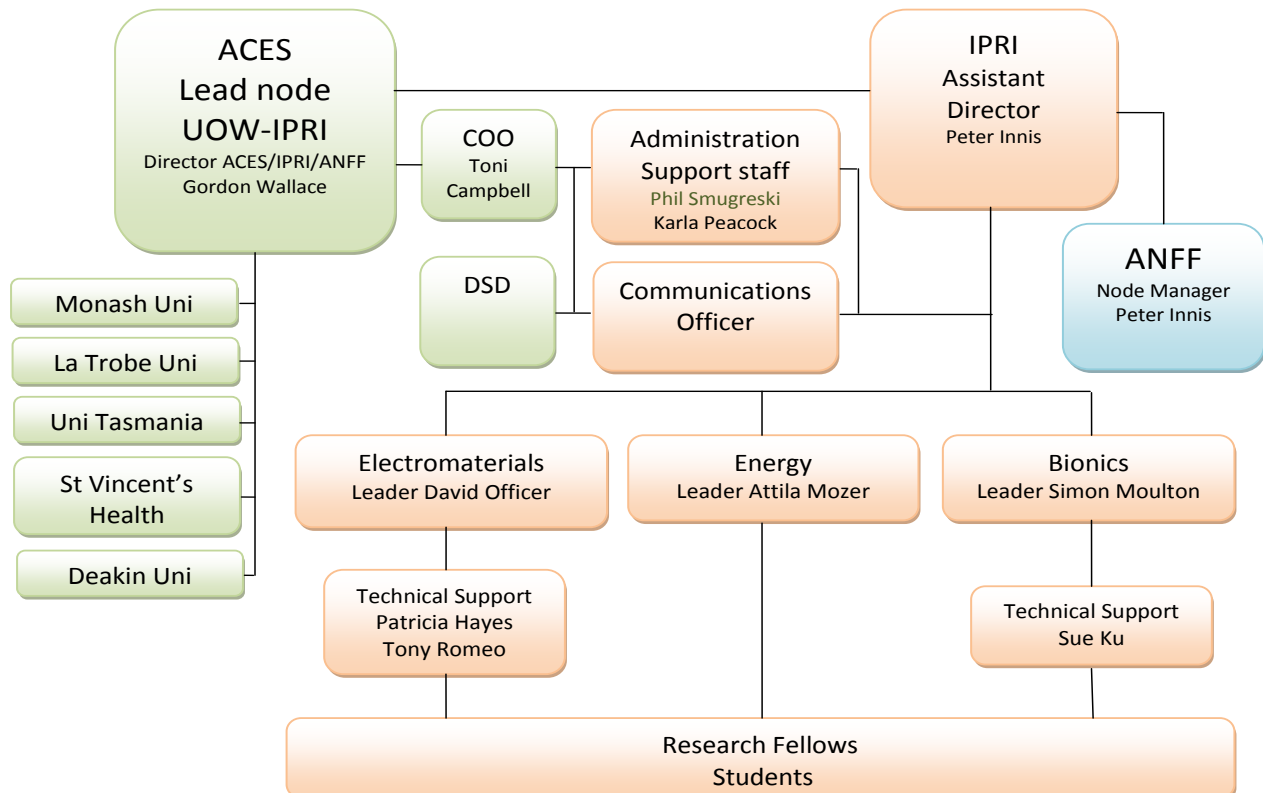
Personal Attributes:

- Work independently without constant supervision
- Enthusiasm for design and team work

Special Job Requirements:

- OH&S inductions to workplace and laboratory procedures.

Organisational Chart:



Approval:

Approved by Head of Unit:

Date:

Approved by Human Resources:

Date:
