

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

Position Title: SBRC Technical Officer Level: 6/7  
 Faculty/Division: Faculty of Engineering and Information Sciences  
 Department/Location: SBRC – B237 Innovation Campus

### Primary purpose of the position:

Development, maintenance and operation of laboratory and mobile equipment and instrumentation for SBRC research activities; provide technical support for the workshops and laboratory facilities in the SBRC building; support research staff and students in the design construction, operation and ongoing repair and servicing of laboratory and mobile SBRC test equipment.

### Position Environment:

The SBRC is a new and unique research centre that has as its key focus research the improvement of the sustainability and resilience of our existing building stock (see <http://sbrc.uow.edu.au/>). The appointee will be located in the SBRC building, one of the most sustainable and unique buildings in Australia, which is not only targeting a 6 Star Green Star sustainability rating (equivalent to LEED Platinum) but also to be the first ever building in Australia to win “Living Building Challenge” accreditation.

Currently the SBRC has a staff cohort of: 1 Director, 2 teaching-research academic staff, 2 Research Fellows, an Admin Officer and a Research Facilities Manager. A further 4 Research Fellows are likely to be appointed on various research projects in the very near future. The SBRC has over 20 HDR students and approximately 15 honours/final year honours students.

The position is part of the SBRC technical staff cohort that support and work closely with SBRC researchers and students, and also with researchers from elsewhere within the university and in industry.

### Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Percentage of Time	Office Use Only
1.	Development, operation, management and maintenance of laboratory and mobile equipment and instrumentation for SBRC research activities.	Lab, mobile and field equipment developed and kept in good working order.	30	
2.	Provide technical support to research staff and student projects, including operational, design, manufacture and commissioning tasks, including instrumentation systems.	Successful practical implementation of research projects.	30	
3.	Provide general operational and manufacturing support for the SBRC laboratory and mobile test facilities.	Safe and effective SBRC laboratory and mobile equipment developed operated and maintained.	30	
4.	Provide facility support on basic electrical matters.	Electrical matters resolved.	10	
5.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	

6.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
7.	Have WH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	To ensure a safe working environment for self & others.	Ongoing	

### 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:	Professor Paul Cooper
The position supervises the following positions:	nil
Other Key Contacts:	<ul style="list-style-type: none"> <li>• Craig McLauchlan SBRC Research Facilities Manager,</li> <li>• Ron Marshall, Operations Manager, Faculty of Engineering and Information Sciences</li> <li>• SBRC academic staff</li> </ul>

### Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
N/A	

### Key Challenges:

1. Delivery of complex projects involving the interaction between multiple UOW units/research organizations and external industry and community partners.
2. Understanding and accommodating the needs of the SBRC researchers and partners, and managing relationships with external partners, agencies and individuals.
3. Managing work time to deliver tangible outcomes on a wide range and number of simultaneous projects.
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

### SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Extensive experience in the maintenance, installation and operation of laboratory and/or test equipment.
- Experience in the operation of workshop machinery, tools and test equipment.

- Understanding of electrical engineering concepts, standards and diagrams.
- Experience in general manufacturing activities.
- Demonstrated problem solving skills.
- Ability to grasp design concepts and contribute to the development of ideas.

Desirable:

- Experience in the design and manufacture of research apparatus.
- Experience in Data Acquisition Systems and Programming (e.g. Labview)

### SELECTION CRITERIA - Education & Experience:

Essential:

- Fitting and Machining trade certificate or equivalent relevant trade qualification.
- Class C (Car, old Class 1A) motor vehicle drivers licence.

Desirable:

- Experience with electrical instrumentation equipment.
- Electrical Trades Certificate or equivalent and/or Licenced Electrician
- Experience working in a University environment.
- Experience in facility maintenance.
- Forklift licence and/or rigging qualifications
- OH&S supervisory training.

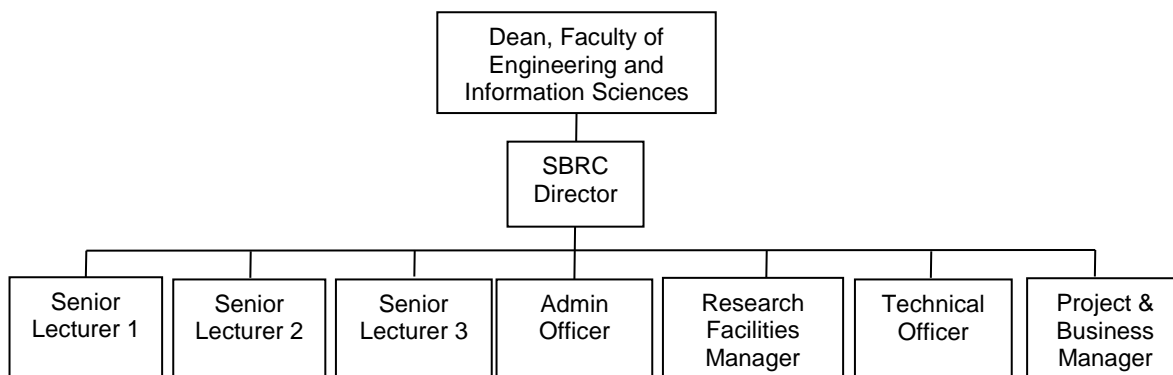
### Personal Attributes:

- Ability to work with minimal supervision and able to take project tasks from concept to completion.
- Lateral thinker.
- Show initiative.
- Safety conscious.
- Team player.
- Excellent interpersonal and communication skills (written and oral).
- Flexibility and adaptability in a wide range of situations

### Special Job Requirements:

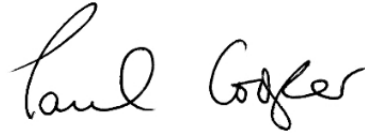
May be required to work on occasion during week-ends and out of normal work hours.

### Organisational Chart:



Approval:

Approved by Head of Unit:



Prof Paul Cooper

Date:

30<sup>th</sup> March 2014

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_