

## POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Technical Officer – Visual Arts Level: 5

Faculty/Division: Law, Humanities and Arts

Department/Location: School of The Arts, English and Media

### Primary purpose of the position:

This position, located within the School of the Arts, English & Media, is responsible for providing technical support for and the maintenance of school facilities and providing service to students and school stakeholders to ensure delivery of quality teaching and research programs. The technical officer is the primary contact in the school for specialised services and resources and provides technical assistance for the school's studios, laboratories and other teaching facilities and equipment. The position communicates a range of relevant technical matters to school staff and students.

### Position Environment: (Optional)

The School of the Arts, English and Media offers undergraduate and postgraduate courses in: Communication and Media Studies, Creative Writing, Digital Media, English Literatures, Graphic Design, Journalism, Music, Performance and Theatre, and Visual Arts, including studies in Photography, Sculpture, Textiles, Painting and Drawing.

The School focuses on creative practice and balances practical and theoretical educational goals. It is a key educator in the growing creative industries sector and offers a dynamic, multidisciplinary learning environment which is significant within the region and distinctive both nationally and internationally. The School operates across multiple campuses including the main campus at Wollongong and the Innovation Campus. In addition courses are offered at the education centres at Shoalhaven campus, Bega, Bateman's Bay, Moss Vale and Southern Sydney. The position is expected to be able to work across campuses in order to meet the requirements of the School.

### Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Provide technical support to the school including, but not limited to: <ul style="list-style-type: none"> <li>• Maintenance and oversight of the school's studios, laboratories and other teaching spaces.</li> <li>• Introduction and improvement of effective administrative processes.</li> <li>• Management of work hours to cover peak session workloads and to ensure the provision of technical support when required.</li> <li>• Ensure equitable access to computer laboratory and studio facilities.</li> </ul>	30%	

<ul style="list-style-type: none"> <li>• Ensure knowledge of and adherence to studio rules (including WHS standards) by all users.</li> <li>• Prepare teaching spaces for classes and rearrange and relocate equipment as required.</li> <li>• Oversee maintenance of school equipment.</li> <li>• Provide technical assistance for school events as required.</li> </ul>		
2. Provide demonstrations in relation to techniques, equipment and materials and provide technical expertise to staff and students.	30%	
3. Maintain and monitor stocks of consumable materials in studios, labs and equipment loans area.	10%	
4. Oversee Work, Health and Safety responsibilities in studios and other working areas by: <ul style="list-style-type: none"> <li>• conducting regular safety audits.</li> <li>• maintaining any requisite registers and records.</li> <li>• establishing effective processes to store and dispose of materials.</li> <li>• demonstrating and monitoring safe use of equipment.</li> <li>• ensuring that relevant staff and stakeholders are knowledgeable of current WH&amp;S legislation and practice.</li> <li>• maintain up-to-date information and processes through attendance at meetings and training workshops as required.</li> </ul>	10%	
5. Operate and maintain the staff/student equipment loan database system, including monitoring and maintaining asset logging and tracking.	5%	
6. Oversee the installation and removal of exhibitions in the School Gallery, including artwork handling and wall preparation and repair.	10%	
7. Maintain the walls used for artwork exhibition throughout the School building.	5%	
8. Provide other general support to the school as required.	Ongoing	
9. Observe the principles and practices of Equal Employment Opportunity.	Ongoing	
10. Comply with 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.	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: Manager, School of the Arts, English and Media

The position supervises the following positions: Nil

## SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Sound knowledge of studio and resource maintenance.
- Knowledge of current relevant OH&S legislation, guidelines and practices.
- Ability to communicate technical processes and requirements to staff and students.
- Skill in balancing competing priorities with staff and student requirements whilst adhering to institutional policies, guidelines and considerations.
- Demonstrated commitment to working as part of a team.
- Ability to communicate with a diverse range of students and people from a variety of cultures and backgrounds.

## SELECTION CRITERIA - Education and Experience:

Essential:

- A degree in a relevant Creative Arts discipline or a combination of relative experience and/or education/training.
- A demonstrated record of work experience in some or all of the following:
  - Welding (ARC, TIG, MIG), Metal Cutting (Oxy Acetylene, Plasma)
  - Clay and ceramics techniques (including glazing, ceramic firing, raku and operation of a gas-fired kiln)
  - Framing, Canvas Stretching
  - Plaster fabrication and casting
  - Foundry preparation
  - OH&S implementation in studio and gallery environments
  - Woodworking techniques
  - Safe operation of power tools
- Current first aid certificate.
- Current NSW Driver's License

Desirable:

- Certificate in metal working and welding.
- Experience in supporting classroom activities.
- Experience in delivering services in a well-maintained and highly functional workspace.

### Personal Attributes:

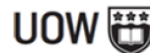
- Service oriented.
- Respectful of individual differences.
- Takes pride in work and surroundings.
- Proven ability to take initiative and responsibility.

### Special Job Requirements:

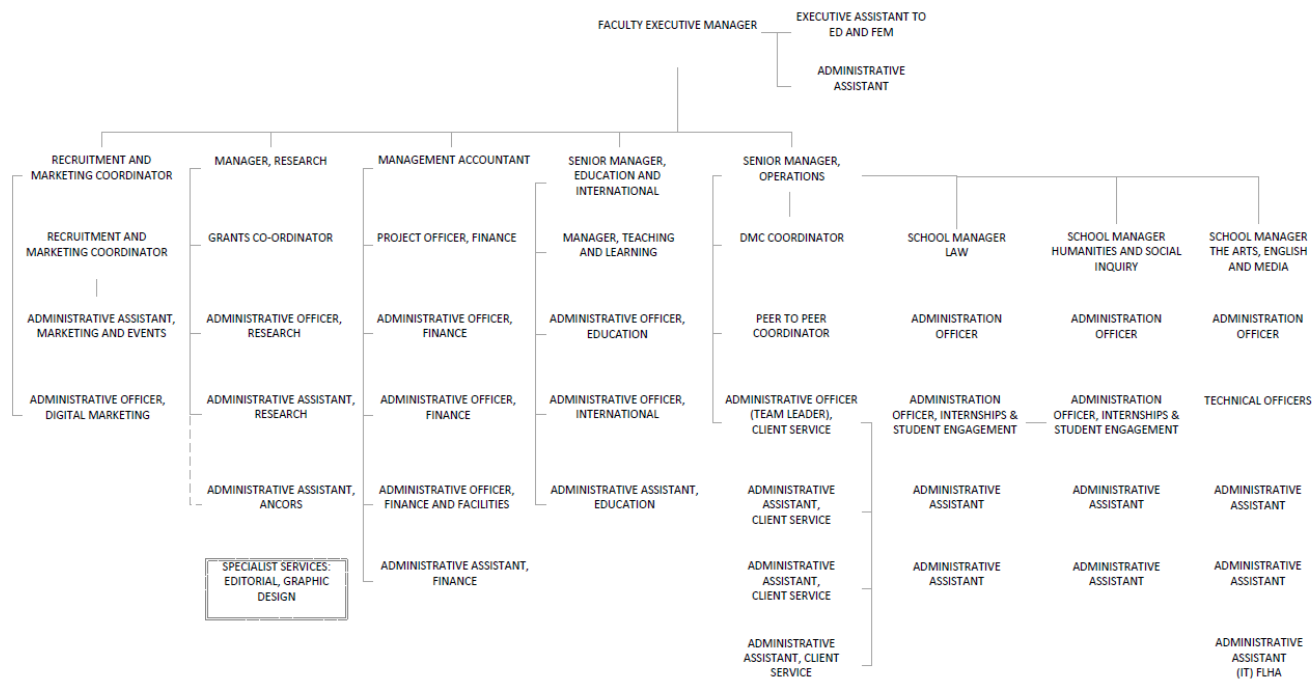
- Ability to safely operate power tools and electrical equipment.
- Ability to engage in manual handling and lifting. The successful candidate for this position will be required to complete and pass a pre-employment medical prior to commencement.
- Ability to work flexible hours including some evening and/or weekend work.
- Leave arrangements may be subject to teaching and operational schedules.
- Additional hours may be required from time to time.
- Travel to other campuses as required.

# Organisational Chart:

February 2014



## FACULTY OF LAW, HUMANITIES AND THE ARTS ADMINISTRATIVE ORGANISATIONAL CHART



# Approval:

Approval by Executive Manager: \_\_\_\_\_

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

Approval by Head of School: \_\_\_\_\_

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

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

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