

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

Position Title: Senior Technical Officer Level: 6/7
 Faculty/Division: Engineering and Information Sciences
 Department/Location: School of Civil, Mining and Environmental Engineering

Primary purpose of the position:

Support Academic research and teaching activities within the Engineering Workshops and Laboratories.

Position Environment:

The School of Civil, Mining and Environmental has approximately ten laboratories and conducts large scale research projects in structural, geotechnical, mining and environmental engineering. This position forms part of the Tech Staff team and will manage the operation of geotechnical laboratories.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Provide technical support in Geotechnical and Rock Mechanics Engineering research laboratories. <ul style="list-style-type: none"> Maintenance of the Geotechnical and Rock Mechanics laboratories infrastructure Setup and operate laboratory testing equipment Operate computer based test programs on research equipment. Install and connect instrumentation on test specimens for data acquisition. Operate and program data acquisition software Liase with academic project leaders as warranted 	Gain useful test results from research experiments and create a safe working environment for staff and students	70	<input type="checkbox"/>
2.	Design and manufacture of research equipment. <ul style="list-style-type: none"> Manage the design and construction of research test rigs Purchase equipment and consumables Liase with external companies in the design and manufacture of equipment 	Safely designed, functional test rigs.	20	<input type="checkbox"/>
3.	Liase with HOS and key Geotechnical academics <ul style="list-style-type: none"> - plan upcoming projects - coordinate research and student projects - apply risk management guidelines to new and existing projects and equipment use 	<ul style="list-style-type: none"> Projects completed within expected budget and time frame. Ensure safe work practices. 	10	<input type="checkbox"/>
4.	. Provide lab class support as required <ul style="list-style-type: none"> Set up lab class experiments 	To have lab classes run efficiently and held within the	Ongoing	<input type="checkbox"/>

	<ul style="list-style-type: none"> Maintain teaching lab equipment 	lab schedules time frame.		
5.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
6.	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.	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:	CME Lab Manager
The position supervises the following positions:	Nil
Other Key Contacts:	EIS Operations Manager, CME Head of School

Key Relationships:

Liaise with CME academic staff and research students

Key Challenges:

- Efficiently manage the operation and research activities of the UOW Geotechnical testing laboratories.
- Support staff and student research to enable internationally competitive outcomes.
- To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Understanding of basic soil and rock mechanics.
- Experience with activities related to the measurement of geomaterials properties in the laboratory, soil sampling and field measurements and instrumentation.
- Experience with laboratory data logging and/or computer aided test equipment.
- Knowledge of engineering based laboratory research activities.
- Ability to prioritise, plan and organise work under pressure to meet deadlines provided by internal / external clients.

Desirable:

- Knowledge of data acquisition software and sensing equipment.
- Knowledge of hydraulic and pneumatic systems and equipment.
- Knowledge of electrical systems and equipment.
- Demonstrated knowledge of OH&S regulations and procedures.
- Demonstrated ability to work independently or as a team member.

SELECTION CRITERIA - Education & Experience:

Essential:

- Experience in working in a Geotechnical Laboratory or Soil's Laboratory.
- Experience in Co-ordinating Laboratory Facilities and Activities.

Desirable:

- Experience with LabView Test Software and CAD Software.
- Tertiary Level Education.

Personal Attributes:

- Ability to work with minimal supervision and able to take project tasks from concept to completion.
- Initiative
- Good communication skills
- Interpersonal skills

Special Job Requirements:

- OH&S inductions to workplace and laboratory procedures

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____