POSITION DESCRIPTION – Professional Services Staff
For levels 6/7 and above

Position Title: Additive Fabrication Technician Level: 6/7

Faculty/Division: Australian Institute for Innovative Materials (AIIM)

Department/Location: ARC Centre of Excellence for Electromaterials Science (ACES)

Primary purpose of the position:

You will be required work as a part of a team, specifically to work in the realisation of 3D structures through the development of a range of additive fabrication and tools and protocols.

Position Environment:

You will be a member of ARC Centre of Excellence in Electromaterials Science (ACES) located within the lead node the Intelligent Polymer Research Institute at the University of Wollongong (UOW). ACES is composed of 6 Australian nodes: UOW, Deakin University, Monash University, University of Tasmania, Melbourne University and Australian National University and 5 international partner organisations: Dublin City University; University of Warwick; Friedrich Alexander University; Hanyang University and Yokohama National University.

The vision is to create the next generation of electrochemical devices via the precision assembly of nano-/micro-dimensional components into macroscopic structures to deliver unprecedented device performance. In doing so we will create the preeminent world centre for electromaterials science.

ACES is steered by Australian Laureate Fellows Wallace as Centre Director and Forsyth as Associate Director, and with the assistance of a group of inspirational researchers and expert guidance by eminent persons drawn from the science, business, academic and government communities. A Research Strategy Group (comprising the Centre Director, Associate Director and 6 Theme Leaders) will review strategic directions for each of the Theme areas on a quarterly basis.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Percentage of Time
1.	Perform research and development tasks for ACES.	Meet research and development milestones for the project through high quality engineering solutions for manufacture through Additive Fabrication.	
2.	Prepare reports/attend meetings and teleconferences with other researchers on the projects with clients and assist with project management and administration, including preparation of quarterly reports, assisting with workshops and preparation of newsletter items.	Reports/meetings attended	
3.	Maintenance and general operation of additive fabrication and materials coating/printing equipment.	Equipment maintained to excellent operating standard ensuring continued high quality component production.	

4.	Direct liaison with clients/collaborators.	To plan and deliver outcomes in a timely, accurate manner to the satisfaction of clients/collaborators.	
5.	Prepare laboratory demonstrations for visitors (academic, industry, public and government parties).	Laboratory demonstrations, ensuring that research and projects in the area of fabrication are properly supported.	
6.	Perform other duties as required by Centre Director	Duties performed.	
7.	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
8.	Observe principles and practices of Equal Employment Opportunity.	To ensure fair treatment in the workplace.	Ongoing
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.	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:	Prof Gordon Wallace
The position supervises the following positions:	Nil
Other Key Contacts:	Dr Stephen Beirne, ACES UOW SRF1 and ACES UOW SRF3

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Prof G Wallace	Weekly – specific project progress reports
Dr Stephen Beirne	Weekly – specific project progress reports
SRF 1 and SRF 3 (To be recruited)	As required
Dr Toni Campbell	Monthly provide documents that meet ACES reporting requirements

Key Challenges:

1. Translation of researcher concepts to viable 3D structures.
2. Production and testing of designed components and devices to meet the standards required by ACES researchers.
3. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Experience with 3D additive fabrication.
- Experience of CAD design, knowledge of Solidworks preferable.
- Experience of design for device 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/collaborators.

SELECTION CRITERIA - Education & Experience:

Essential:

- Degree in relevant field such as in chemistry, materials science, engineering
- Demonstrated experience in engineering design and fabrication.
- Demonstrated experience using CAD/CAM design software
- Experience with general equipment operation and maintenance.

Desirable:

- Experience with control systems and software.
- Demonstrated experience in providing exceptional customer service and support.

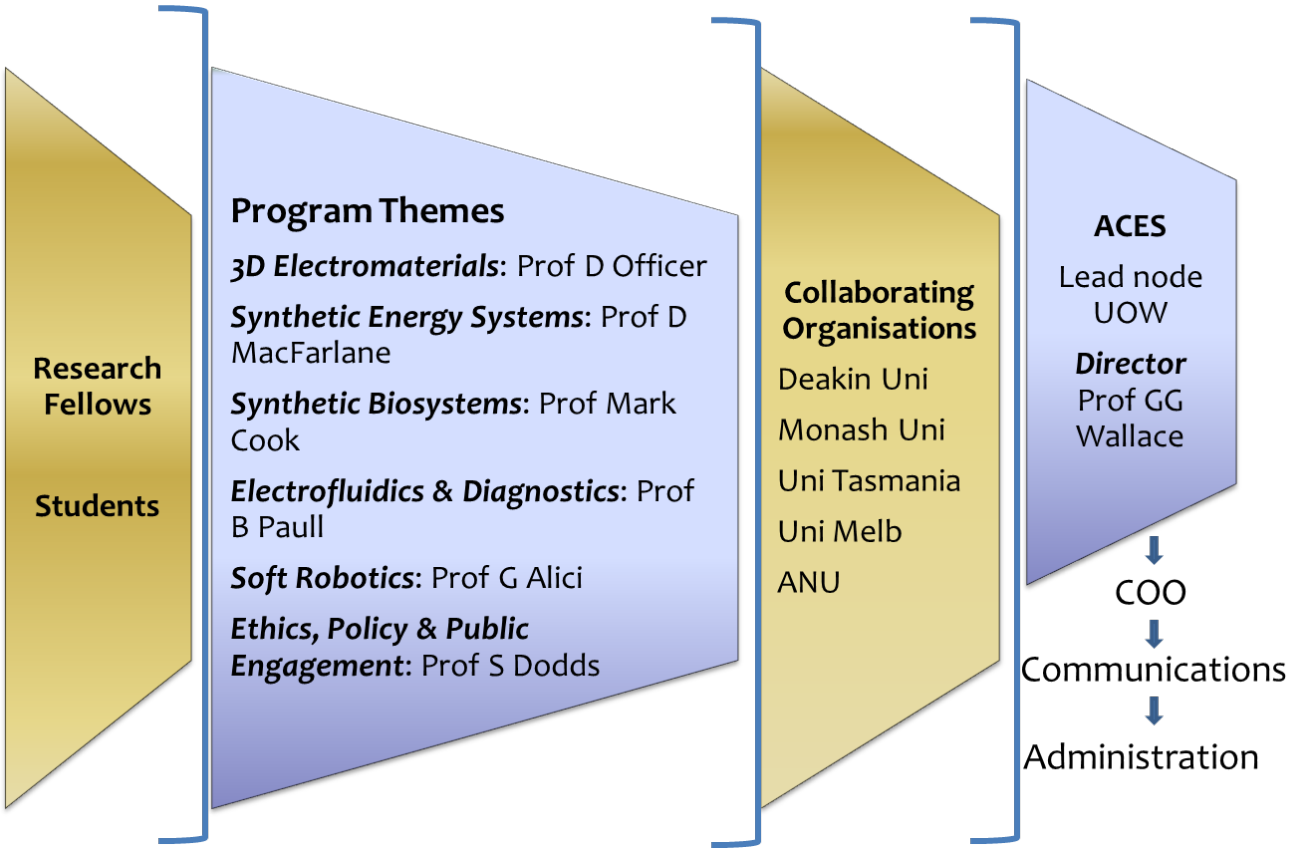
Personal Attributes:

- Work independently without constant supervision
- Enthusiasm for research and team work
- Willingness receive positive feedback and constructive criticism
- Look for solutions, rather than merely presenting problems
- Flexible approach to work assignments
- Responsive to change

Special Job Requirements:

- OH&S inductions to workplace and laboratory procedures. This person must adhere to safe laboratory practices of AIIM /IPRI.

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____