

**FACULTY OF SCIENCE, MEDICINE AND HEALTH  
SCHOOL OF EARTH AND ENVIRONMENTAL SCIENCES  
POSITION DESCRIPTION**

**Professional Services Staff** *(for levels 1 to 5)*

**Position Title:** Technical Officer  
**Level:** 5  
**Load:** 1 FTE  
**Type/Duration:** Continuing  
**Faculty/Division:** Faculty of Science, Medicine and Health (SMAH)  
**School/Unit:** School of Earth and Environmental Sciences (SEES)  
**Location:** Wollongong Campus

**Position Environment:**

The Faculty of Science, Medicine and Health (SMAH) is committed to quality outcomes delivered via a sustainable model where development and innovation are key elements of all that we do. SMAH is one of UOW's five Faculties and incorporates the Schools of Chemistry, Biological Sciences, Earth and Environmental Science, Nursing, and the School of Medicine (incorporating the Graduate School of Medicine).

The School of Earth and Environmental Sciences (SEES) is globally recognised for the quality and impact of its research, teaching and contribution to community. Our school is one of the most research active academic units in Australia for the Earth, Environmental and Archaeological Sciences and a growing global force. We are committed to an interdisciplinary effort to create new knowledge about Earth and its inhabitants for future generations.

**Primary purpose of the position:**

The position is responsible for providing high quality technical support for, and maintenance of, Faculty facilities and equipment within SEES and providing exemplary service to students and staff to facilitate the delivery of world-class education, training and research programs. The technical officer is the primary SEES contact for the IT services and AV resources which underpin the digital and interactive models being implemented within the new Sciences Teaching Facility (STF).

**Major Accountabilities/Responsibilities:**

Tasks	Percentage of time
1. Provide technical support to SEES and others as directed, specifically: <ul style="list-style-type: none"> <li>• Equipment management to support SEES teaching and learning;</li> <li>• Device management to support SEES teaching and learning;</li> <li>• Troubleshooting (equipment and devices) before and during classes;</li> <li>• Setup and breakdown of materials, equipment and devices required for undergraduate labs and field sessions.</li> </ul>	60%
2. Liaison with academic staff and Information Management and Technology Services (IMTS) regarding technical needs of individual subjects and classes.	10%
3. Management of loan system for mobile equipment and devices.	10%
4. Support of researchers in the use of teaching equipment and devices.	10%

Tasks		Percentage of time
5.	Schedule and implement preventative maintenance of equipment and devices used in teaching.	10%
6.	Communicate and consult with staff on workplace and staffing matters.	Ongoing
7.	Observe principles and practices of Equal Employment Opportunity.	Ongoing
8.	Have WH&S responsibilities, accountabilities and authorities as outlined in the <a href="#">WHS Roles and Responsibilities</a> document.	Ongoing

### Reporting Relationships:

Position Reports to:	Manager – Technical Services via SEES Team Leader
The position supervises the following positions:	Nil
Other Key Contacts:	Head of School – SEES Deputy Head of School – SEES SEES academic staff Internal Faculty staff SEES Technical staff

### SELECTION CRITERIA - Knowledge and Skills:

#### Essential:

- Sound knowledge and understanding of the tertiary education environment from an undergraduate teaching perspective, specifically in practical work situations;
- Ability to work under pressure to meet deadlines;
- High level organisational skills;
- Demonstrated ability to work independently and as a member of a team;
- Demonstrated ability to use own initiative;
- High level analytical and problem solving skills;
- Well-developed interpersonal, oral and written communication skills.

### SELECTION CRITERIA - Education and Experience:

#### Essential:

- A degree or post graduate qualification in Informatics, Science, Mathematics or related disciplines; or experience, education and training deemed to be equivalent.
- Extensive experience using and managing technology and devices, including a demonstrated ability to work across a range of platforms and operating systems.
- Experience working in a client service environment, and dealing with staff and students at all levels.

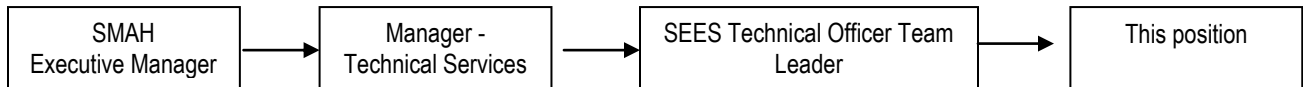
### Personal Attributes:

- Willingness to learn
- Proactive, reliable, flexible, enthusiastic
- Ability to remain calm and function effectively in pressure situations

### Special Job Requirements:

Some flexibility with working hours may be required to cover classes.

## Organisational Chart:



## Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

### *All Staff*

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

### **Additional Responsibilities for Staff with supervisory responsibilities**

- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

## 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.