

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

University of New England

Position Statement

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| SCHOOL/DIRECTORATE: | School of Behavioural, Cognitive and Social Sciences |
| POSITION TITLE: | Senior Technical Officer (Geography and Planning) |
| CLASSIFICATION LEVEL: | Higher Education Officer, Level 6 |
| DATE CLASSIFIED: | 14 June, 2008 |
| REPORTS TO: | Head of School |

DIMENSIONS OF POSITION:

In the disciplines of Geography and Planning, the analysis and representations of spatial data in the form of maps, illustrations and visual spatial statistical summaries are essential for teaching and research. The analysis and management of data related to physical and cultural features of the earth using specialized technology is required in order to construct such summaries and maps. This position incorporates aspects of map design and production, as well as specialized techniques of large data analysis and management. It also requires some artistic skills in the preparation of sketches of urban forms and designs, fieldwork site observations and geographical surveying. The appointee will also contribute to the maintenance and development of web-based resources and will work as a member of a team within the School of Behavioural, Cognitive and Sciences

POSITION OBJECTIVES:

The provision of high level technical expertise, support and advice to the School of Behavioural Cognitive and Social Science in the preparation and development of high quality spatial data and web-based resources; and to plan and assist with the theoretical and practical requirements of teaching and research within the School.

POSITION REQUIREMENTS:

The incumbent may be required to work flexible hours to meet specific needs of the School.

DUTIES:

Under general direction duties may include:

1. Responsibility for ensuring the proactive provision of technical and administrative support for the practical components of undergraduate units. This involves the operational planning, coordination and oversight of activities and personnel; setting priorities and establishing timelines; problem solving; and adapting or developing new procedures to achieve desired outcomes.
2. Design and preparation of original graphic materials, maps, field illustrations and diagrams for teaching, research, and publication.
3. Providing technical support for the entry, presentation, statistical analysis, geocomputation, mapping and management of large data sets.

4. Providing technical support to academic staff, general staff and postgraduate students in scanning, image manipulation and drawing software.
5. Planning and participating in on-campus activities and field trips involving undergraduate classes in practical surveying, cartographic and architectural exercises where appropriate.
6. The supervision and management of map library, aerial photograph and thesis resources.
7. Assist in the development of web-based resources and maintenance of web pages for research, teaching and marketing
8. Providing supervision and training in specialised procedures and methods of spatial data preparation techniques for staff and students.
9. Ensuring that UNE policies and procedures relating to equal opportunity, risk management, records management (TRIM), occupational health and safety, and quality assurance are applied in relation to the responsibilities of this position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. A degree with relevant experience, or extensive experience, or an equivalent combination of relevant knowledge, training and/or experience.
2. Demonstrated ability to design and prepare original graphic materials, maps, field illustrations and diagrams.
3. Demonstrated high level skills in managing large data sets.
4. Demonstrated ability to exercise independence, initiative and judgement, and to work under minimal direct supervision.
5. Demonstrated high-level interpersonal and oral and written communication skills.
6. Demonstrated ability to prioritise work and meet deadlines.
7. Demonstrated ability to work independently and within a team environment.
8. Demonstrated understanding of EEO, records management, risk management and Quality Assurance principles as they relate to this position.
9. Willingness to participate in assisting in the organisation of relevant practical classes and field trips.
10. Willingness to obtain relevant software skills to manage web pages and develop web-based learning resources.