

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**

**SCHOOL/DIRECTORATE:** Environmental and Rural Science/Animal Science

**POSITION TITLE:** Technical Officer – Sheep CRC, INF Project

**POSITION CLASSIFICATION LEVEL:** HEO Level 5

**DATE CLASSIFIED:** 9 April 2009

**REPORTS TO:** INF Project Site Scientist, Dr Darryl Savage

#### **DIMENSIONS OF POSITION:**

This is a technical position working within the School of Environmental and Rural Science supporting Sheep CRC project, the Information Nucleus Flock (INF). The successful applicant will have suitable technical qualifications and/or experience in both sheep production and electronic capture and management of research data.

The position requires flexibility in the scheduling of work hours to accommodate peaks and troughs in research project activity.

#### **POSITION OBJECTIVE:**

To provide specialist technical and project management support for Sheep CRC projects, particularly project 4.2.1, the Sheep Information Nucleus Flock. The position will require the application of significant expertise relevant to the requirements of the project.

#### **DUTIES:**

The following duties will be carried out under the general direction of the Project Leader:

1. Manage the day-to-day activities of the project, reporting discrepancies in milestones to the Project Leader.
2. Manage data collection and submission of data to the national database. This involves liaison with scientists, ensuring quality assurance of data, interrogation and reporting.
3. Maintain all sampling and electronic data capture equipment.
4. Prepare drafts of reports, including progress reports to an agreed schedule.
5. Coordinate and contribute to regular meetings with the project team and record decisions of meetings. As agreed carry out or oversee action required.
6. Participate in and contribute to the development of promotional displays on behalf of the INF projects such as Field Days.

7. Supervise or coordinate tasks of other staff supporting the project.
8. Be aware of and apply the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, records management and quality assurance as they apply to this position.
9. Undertake other duties as required and relevant to the position.

**QUALIFICATIONS AND SELECTION CRITERIA:**

1. Completion of a relevant degree; or completion of a relevant associate diploma with experience or an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Experience in the handling and management of sheep and understanding of sheep production systems
3. Demonstrated extensive experience in a laboratory and/or field situation, including working with and maintaining electronic data capture equipment
4. Demonstrated project management skills.
5. High level oral, written and interpersonal skills.
6. Demonstrated ability to exercise independence, initiative and judgment.
7. Ability to prioritise work and meet deadlines.
8. Demonstrated high level competence using computers and a knowledge of a range of relevant software.
9. Demonstrated ability to work within a team environment.
10. Awareness of OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.