

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: SCHOOL of SCIENCE & TECHNOLOGY

POSITION TITLE: TECHNICAL OFFICER

REPORTS TO: HEAD OF SCHOOL

CLASSIFICATION LEVEL: HEO Level 4

DATE CLASSIFIED: 1 May 2009

DIMENSIONS OF POSITION:

The Faculty of Arts and Sciences consists of the Schools of Arts; Behavioural, Cognitive & Social Sciences; Environmental & Rural Science; Humanities and Science & Technology employing approximately 200 academic, 27 administrative and 40 technical Staff.

The School of Science and Technology consists of the disciplines of Chemistry, Computer Science, Human Biology & Physiology, Mathematics, Molecular & Cellular Biology, Physics & Electronics and Statistics.

This position is in the Technical support team principally in the Molecular & Cellular Biology discipline providing support for undergraduate practical classes, development of new practicals, and training of post graduate students in relevant techniques and procedures. In addition, this position will involve some work across disciplines within the School.

The position will require the incumbent to work flexible hours for internal practical classes and may be required to work on weekends and public holidays for scheduled residential schools/workshops.

The position will liaise with relevant delegates of the Head of School depending on School requirements.

POSITION OBJECTIVES:

Provide technical support and maintain teaching facilities as required by the School. The position will require the application of specialist knowledge or experience relevant to the requirements of the teaching activities.

DUTIES:

The following duties will be carried out under procedural direction from relevant delegates

1. Within a team provide technical support to the School which may include: preparation for undergraduate practical classes including maintenance of teaching facilities; set up, maintenance and monitoring of experiments in a laboratory situation; assisting with experimental design and testing; preparation of reagents; undertake routine assays or sample analysis; collection and collation of samples and data; data entry and routine analysis; copying and distribution of teaching material.
2. Provide technical advice and assistance to students and staff on correct laboratory procedures and techniques.
3. Maintain accurate laboratory procedure instructions, inventory and stocktake records and practical class preparation notes.
4. Maintain adequate supplies and accurate records of consumables to meet teaching requirements and responsible for associated ordering within UNE procurement policy.

5. Responsible for routine maintenance and cleaning of laboratory, preparation room and equipment.
6. Assist with preparation and display of information for School/Discipline presentations.
7. Responsible for basic building and equipment security.
8. Be aware of the University's policies and procedures relating to equal opportunity, records management, risk management, occupational health and safety and quality assurance as they apply to this position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. Completion of a relevant diploma qualification; or completion of a Certificate IV qualification with relevant work experience; or completion of a Certificate III qualification with extensive relevant experience; or an equivalent alternative combination of relevant knowledge, training and/or extensive experience.
2. Demonstrated knowledge and specialist experience in the areas of Molecular and Cellular Biology and Biochemistry.
3. Demonstrated laboratory experience.
4. Proven good interpersonal and team skills.
5. Demonstrated ability to exercise initiative and work independently.
7. Ability to prioritise work and meet deadlines.
8. Demonstrated competence using computers and a knowledge of relevant software.
9. Awareness of EEO, risk management, records management and quality assurance principles, and a demonstrated understanding of OH&S principles as they relate to this position.