

## POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	<b>Technical Officer (Lab Technician)</b>
<b>WORK AREA POSITION CODE:</b>	<i>(To be allocated by Human Resources)</i>
<b>FUNCTIONAL UNIT:</b>	Faculty of Education and Arts
<b>ORGANISATIONAL UNIT:</b>	School of Education
<b>CAMPUS:</b>	Strathfield and North Sydney
<b>NOMINATED SUPERVISOR (TITLE):</b>	Senior Administrative Officer
<b>CURRENT CLASSIFICATION:</b>	HEW Level 4
<b>EMPLOYMENT TYPE</b>	Continuing, Full time
	A period of probation may be attached to this position.
<b>REMUNERATION &amp; BENEFITS:</b>	A range of generous conditions of employment and entitlements are provided to staff some of these include: generous leave conditions; flexible working conditions; comprehensive Staff Development Programs; salary packaging benefits as a rebate able employer; reward and recognition programs.
<b>SUPERANNUATION:</b>	The University will contribute an amount equivalent to 9.25% or 17% of your gross annual salary to superannuation dependant on salary level, length of appointment or age.
<b>DATE DEVELOPED/ REVIEWED</b>	<b>JANUARY 2013</b>

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## **BACKGROUND**

Australian Catholic University is a publicly funded university, open to all, irrespective of religious beliefs. It is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, and that is public and national. The focus areas are Theology and Philosophy, Health, Education and, the Common Good and Social Justice.

The University has approximately 23,000 students and over 1,800 staff. Australian Catholic University (ACU) has six campuses: St Patrick's in Melbourne, Aquinas in Ballarat, Mount Saint Mary at Strathfield and MacKillop in North Sydney, McAuley at Banyo in Brisbane and Signadou in Canberra. The Vice-Chancellor's Office is located in North Sydney.

The structure to support this complex and national University consists of:

- Provost
- Deputy Vice-Chancellor Research
- Deputy Vice-Chancellor Students, Learning and Teaching
- Chief Operating Officer

Each portfolio consists of a number of Schools, Directorates or Institutes;

- Five Associate-Vice-Chancellors or Campus Deans that focus on the University's local presence and development of the University at the local 'campus' level;
- A Directorate of Identity and Mission that drives both the Identity and the Mission of the University and includes a number of Institutes and Directorates
- Marketing and External Relations that leads the University's marketing, student recruitment and communications functions.

## **ABOUT THE FACULTY OF EDUCATION AND ARTS**

Australian Catholic University is currently in the process of reviewing and refining its Faculty structures to better reflect clusters of business and continue to support quality and excellence. These new arrangements are underpinned by key principles including:

- focusing on ACU's strength areas of education, health and mission;
- delivering quality teaching at undergraduate, postgraduate and doctoral levels;
- clustering of academic disciplines to reflect synergies;
- commitment to high quality research;
- working in partnerships to achieve innovation in teaching and research.

From 1 January 2014, the Faculty of Education will expand to incorporate the arts disciplines from the former Faculty of Arts and Sciences; including media communication, social science, visual arts/design and youth work, to become the Faculty of Education and Arts.

The Faculty of Education and Arts will therefore comprise:

- two (2) National Schools – the National School of Education and the National School of Arts;
- the La Salle Academy of Religious Education, and
- the National Centre for Teacher Quality and Leadership.

The Faculty of Education and Arts will operate across the six campuses of the University making it home to a vibrant multicultural community of students enrolled in undergraduate and graduate entry preservice education programs, a wide range of arts courses and postgraduate and research programs.

The Faculty is recognised nationally and internationally as a leader and driver of education and arts and for its outstanding graduates and staff who, through their research and teaching, lead and transform their communities. It has a strong national framework that is implemented to address different local contexts.

The Faculty has extensive partnerships with industry, community groups and government bodies nationally and internationally. It is committed to capitalising on the collective education and arts research strengths that come from working collegially across campuses.

Research interest groups, mentoring and course/unit development encourage academic staff from all campuses to collaborate.

### **Learning and Teaching**

The Faculty of Education and Arts offers highly flexible national, online and multimodal programs where students can discuss, debate and analyse in virtual classrooms. Students have opportunities to address real situations through professional and community experiences. It is recognised not only for its supportive and nurturing learning environment, but also for its ability to prepare graduates who think critically, who are guided by social justice principles and are highly valued by the professions.

Adding to its traditional strengths in primary and secondary teacher education, the education disciplines reflect key strengths in the areas of early childhood, mathematics and literacy education, assessment, educational leadership, religious education and wellbeing and inclusive education. The Arts disciplines prepare graduates to be critical thinkers and global citizens. The disciplines include Drama, Economics, Creative Arts, Humanities, International Development and Global Studies and the Social Sciences.

### **Research**

Commencing in 2014, the new Faculty will operate a world class Research Institute comprising a concentration of high quality, priority research programs with national and international reach. This initiative is underpinned by significant strategic investment. Research strengths in the arts are a priority for the Faculty.



Academics in the Faculty also undertake scholarly inquiry into learning and teaching, in higher education, schooling and community settings

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## **POSITION PURPOSE**

This position ensures laboratories are set up and maintained to ensure the provision of safe laboratory facilities for staff and students during classes and laboratory related projects.

## **KEY RESPONSIBILITIES AND CONTRIBUTION**

<div> <b>Scope of Contribution within the University</b></div> <div><b>Position Responsibilities</b> </div>	Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Set up mobile ICT equipment and/or laboratories for lectures and tutorials		X		
Ensure laboratories operate within required Occupational Health and Safety guidelines, including: <ul style="list-style-type: none"><li>Managing the storage of hazardous substances / chemicals and the provision of a safe working area</li><li>Updating Material Safety Data Sheets (MSDS)</li><li>Conducting risk assessments for laboratory activities</li></ul>		X		
Provide laboratory support to staff and students		X		
Maintain supplies of consumable stock and undertakes stocktakes as required		X		
Manage the ongoing maintenance, calibration and servicing of equipment required for classes in laboratories and specialist curriculum areas		X		
Maintain laboratory records and databases (for example equipment, chemicals and hazardous substances)		X		
Provide general laboratory administration including correspondence as required, and contribute to preparing the laboratories for special events, such as Open Day.	X	X	X	
Coordinate site excursions if required		X		

## **KEY CHALLENGES AND PROBLEM SOLVING**

- Working to timelines
- Communicating OH&S regulations to all participants and ensuring compliance
- Managing supplies and individual class requirements

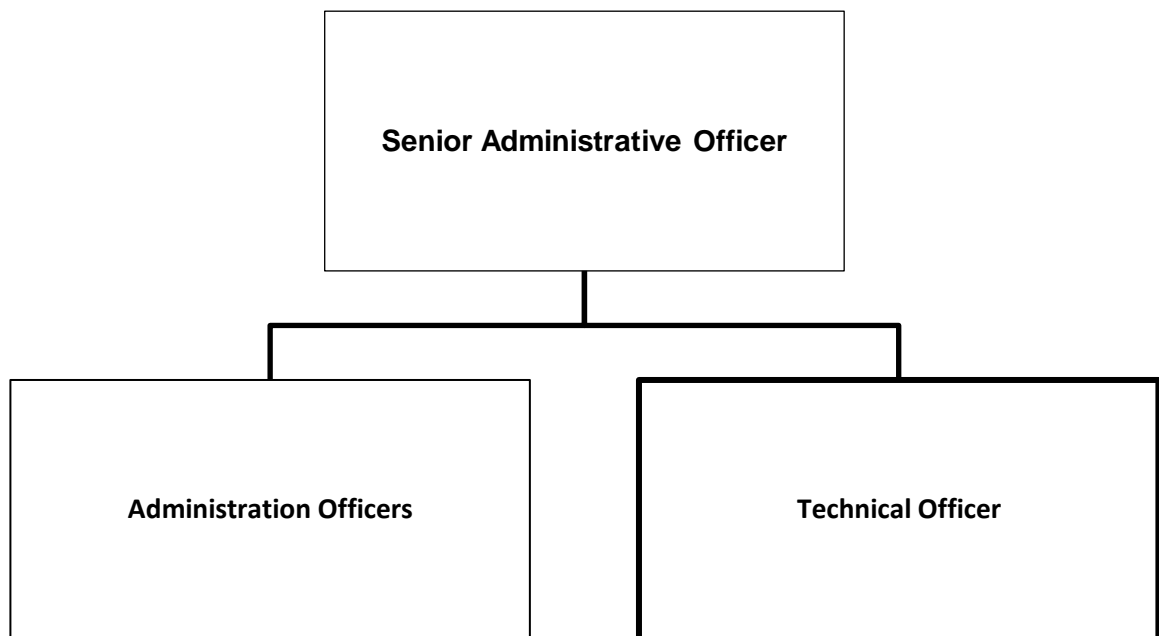
### **DECISION MAKING/AUTHORITY TO ACT**

- The position holder follows university policies and procedures for appropriate laboratory requirements. Procedure manuals and guidelines assist the position holder with routine processes.
- The position holder is required to work within an agreed budget

### **COMMUNICATION/WORKING RELATIONSHIPS**

- The position holder communicates internally with staff and students, communicating policies, procedure and direction consistent with guidelines and relevant legislation.
- The position holder will also communicate externally with appropriate suppliers.

### **REPORTING RELATIONSHIPS**



## **SKILLS, KNOWLEDGE AND EXPERIENCE**

### **Essential**

1. Relevant tertiary qualification or equivalent training with a minimum of three years laboratory experience;
2. Strong organisational skills;
3. Excellent communication and interpersonal skills;
4. Proficient use of computer packages e.g. Microsoft Office (Word, Excel) email, internet, database, web technologies and intranet programs;
5. Good knowledge of OH&S regulations;
6. Capacity to work independently without close supervision;
7. Ability to apply appropriate policy and procedure to laboratory operations;
8. Applicants should demonstrate awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission;
9. Applicants should demonstrate commitment to cultural diversity and ethical practice principles, and demonstrate knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.

### **Desirable**

1. Experience in a tertiary institution;
2. Knowledge of University policy and procedures.