

POSITION TITLE	Senior Technical Officer
JOB PROFILE ID	TES_HEO7_01_SJP
JOB CATEGORY	Professional
JOB FAMILY	Technical Support
COMPENSATION GRADE	HEO7
MANAGEMENT LEVEL	19 Individual Contributor

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION

The Senior Technical Officer oversees operations and provides specialist technical advice and support in the laboratory and in the field. They undertake experiments and ensure all equipment is in safe, sound working order. They are responsible for ensuring compliance with work, health, and safety requirements.

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Senior Technical Officer works under broad supervision, performing tasks independently to deliver against goals. They choose appropriate methods of work and plan and prioritise tasks. They are a subject matter expert and provide advice as the first point of contact for their expert area. They also resolve routine matters related to responsibilities and collaborate with others to resolve complex matters.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	74946 Professor - Professor Julia Bryant
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

1. Provide expert technical advice and undertake experiments in collaboration with researchers and other technical staff in the laboratory.
2. Demonstrate the use of scientific equipment and apparatus.
3. Analyse qualitative and quantitative tests by recording and computing relevant data following analytical tests and investigative tasks.
4. Train staff, visitors, and students in the safe operation of laboratory equipment.
5. Perform risk assessments and prepare safe work and maintenance procedures for equipment.
6. Manage technical information requests, including quotations for fee for service and contract research work.
7. Oversee the preparation of diverse scientific reports and documentation, including the collection and analysis of data.
8. Provide coaching and mentoring to junior staff and contribute to performance management and development processes.
10. Ensure a clean and safe laboratory environment and compliance with health and safety requirements.
11. Undertake other duties and projects appropriate within the classification level as required.

EDUCATION

Education
Bachelor's Degree - In a relevant field
Other - An equivalent combination of relevant training and experience

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certifications
Certified to work in a laboratory. - No Issuer...

SKILLS

Skills
Ability to Communicate Effectively
Analytical and Problem Solving.
Computer Literacy.
Planning and Organisation.
Teamwork and Collaboration.

WORK EXPERIENCE

Work Experience
Demonstrated experience in a similar role in a laboratory environment.
Demonstrated experience monitoring and implementing safety requirements.
Demonstrated experience preparing and running experiments.
Demonstrated experience using databases and/or statistical analysis programs.
Experience in research methodologies

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	INT
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	INT
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	INT
Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Enables compliance and integrity	Cultivates an environment in which students and staff act with integrity and comply with relevant laws, regulations and policies applicable to the University.	FOU
Financial accountability	Applies prudent financial management practices when undertaking tasks and makes decisions with a consideration of the short and longer term financial implications on organisational effectiveness, and the impacts on University staff, students and community.	FOU



Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Negotiates effectively	Understands own and others needs to communicate professionally and openly, making appropriate trade-offs to reach optimal outcomes for the University	INT
Presents with credibility	Presents and facilitates discussion by making information understandable and engaging students, staff and/or the community to generate action and create an impact.	INT
Thinks creatively	Thinks creatively about current challenges and opportunities to develop solutions, encouraging creative capacity in others to optimise outcomes for students, staff and the community.	INT

Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	FOU
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	FOU
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	FOU
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	FOU
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	FOU
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	FOU
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	FOU
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	FOU
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	FOU
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	FOU