

Position Title	Senior Technical Officer GC)
Group/Portfolio	Engineering and Built Environment
Classification	HEW 7
Position Number	00042162
Reports To	School Manager
Employment Type	Fixed Term

1.0 Position Purpose

The Senior Technical Officer reports to the School Manager and will be required to direct, lead, and manage the School of Engineering and Built Environment (EBE) day-to-day operations at the Gold Coast campus. The position is responsible for managing technical services which support teaching and research activities in the areas of Civil, Mechanical, Electrical, Electronic, Industrial Design, Planning, Architecture and Construction Management to ensure they are delivered in a timely and efficient manner and in line with the School's Strategic Plan.

This role will assist the School Manager with the development and implementation of School guidelines and ensure compliance with University policies and HSW legislative requirements. Under broad direction, the Senior Technical Officer supervises and coordinates technical staff support and operationally manages technical space and equipment resources used by staff and students engaged in laboratory and field-based teaching and research activities in Engineering and related disciplines.

2.0 Eligibility Requirements

- A degree in a relevant engineering field (Civil, Mechanical, Electronic or Electrical), with at least four years subsequent experience; or extensive experience and management experience in technical fields; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to lead a multidisciplinary technical support team, good analytical, problem solving, planning skills, team building skills and the ability to effectively manage operational change.
- Demonstrated ability to manage technical space and equipment resources.
- Demonstrated ability to deliver specialist technical support in one or more of the following disciplines: Civil, Mechanical, Electronic, Electrical or relevant sub discipline.
- Competency in engineering control software applications, and design development of equipment using Computer Aided Design (CAD).
- Possession of an open unrestricted driver's license, Senior First Aid

certificate, overhead crane license, dogger's license and forklift license.

3.0 Key Responsibilities

- Plan, manage and co-ordinate technical operations support, technical space utilization and equipment procurement and maintenance to ensure the quality and availability of teaching and research technical resources.
- Provide team leadership through proactive professional development of technical staff and participate in forward planning and change management of technical operations involved in support for new teaching and research initiatives.
- Proactively contribute to the improvement of teaching equipment, for EBE related courses and the setup of studio spaces in accordance with current technological standards. Provide direct technical support to course teaching and research projects.
- Liaise with external and internal agencies and suppliers to procure supplies.
- Support the School Manager and Senior Technical Officer Nathan campus with the maintenance, development and implementation of systems and quality practices for the effective and efficient management of Gold Coast campus technical team.
- Provide technical instruction / training to staff and students in use of relevant engineering teaching and research equipment.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same. Proactively review health, safety and wellbeing documents and update/implement to ensure compliance.
- Maintain fair, ethical and professional work practices in accordance with the University Code of Conduct.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and always communicate to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the **Leads Self** section of our [Capability Development Framework](#).