

<b>Position Title</b>	Technical Officer (Architecture, Design and Planning)
<b>Group/Portfolio</b>	School of Engineering and Built Environment
<b>Classification</b>	HEW 5
<b>Position Number</b>	00040277
<b>Reports To</b>	Senior Technical Officer (Gold Coast), 00052973
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

This position reports to the Senior Technical Officer at the Gold Coast campus and is responsible for providing technical support to staff and students in the School of Engineering and Built Environment. The focus will be on providing specialist technical laboratory and workshop support to the teaching and research programs undertaken by disciplines within the school. This position will primarily focus on supporting the discipline of Architecture, Industrial Design and Planning, and will be required to interact with University service elements, including Health, Safety and Wellbeing, Campus Life and external stakeholders.

## 2.0 Eligibility Requirements

- Tertiary qualifications in Architecture, Planning, Industrial Design or an equivalent combination of relevant trade experience, training and skills with a minimum of 2 years experience in a position demonstrating similar skills.
- Demonstrated ability to utilise simple hand tools, additive, and subtractive machines in the manufacture of design prototypes with a sound knowledge of design practices and manufacturing processes.
- Demonstrated proficiency using computer aided design (CAD) software e.g. ArchiCAD, Revit, SolidWorks, or AutoCAD.

## 3.0 Key Responsibilities

- Provide technical support to the assigned work area including: set up; service and dismantling of experimental apparatus; instrumentation; and materials, primarily for undergraduate studio and laboratory classes. Pre-run experiments when required to ensure that effective operation and results are achieved. Assist with School and University promotional activities and events.
- Actively participate in the design and manufacture of equipment for teaching and research activities.

- Demonstrate where necessary, the relevant techniques in product/prototype manufacture, finishing material selection, and instrumentation.
- Assist students in the manufacture of assigned work utilising various hand tools and workshop equipment such as laser cutters, foam cutters, 3D printers, and plotter printers, providing advice and hands on technical support to produce desired outcomes while incorporating the appropriate safety procedures.
- Coordinate the procurement, renewal and documentation of school-based software licenses.
- Actively contribute to the maintenance and improvement of teaching equipment and the setup of studio spaces in accordance with current technical standards. Assist with the calibration and maintenance of discipline specific equipment.
- Advise and assist course conveners, academic staff and Higher Degree Research (HDR) students with equipment and material requirements, subsequently liaising with external agencies and suppliers to procure the relevant materials utilising the university financial system.
- Manage equipment and stock maintaining detailed documentation using computer software and the Microsoft Office suite of programs.
- Lead and promote compliance with relevant legislation and University policies and procedures, including research ethics, equity, health & safety, laboratory standards 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 communicate at all times 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](#).