

Position Title	Senior Technical Officer
Group/Portfolio	Arts, Education and Law / Griffith Film School
Classification	HEW Level 6
Position Number	00044495
Reports To	Technical Team Leader
Employment Type	Continuing

1.0 Position Purpose

Under the general direction of the Technical Team Leader, the Senior Technical Officer is primarily responsible for resource planning and logistics, in support of staff and students engaged in practical teaching, research and assessment activities. The Senior Technical Officer will also provide high level support, advice and maintenance for the school's specialised production equipment, facilities and systems.

2.0 Eligibility Requirements

- The occupant of this position will hold tertiary qualification in a relevant discipline with subsequent relevant experience.

3.0 Key Responsibilities

- Provide high level support for staff and students in the use of specialised production equipment for teaching, learning, research and engagement activities, and ensure facilities, systems and equipment are safely and effectively set up and maintained at all times.
- Collect, store and analyse equipment usage and activity data to provide up to date reports and projections.
- Collaborate with key stakeholders to develop, implement and communicate access and usage policies and procedures for specialised equipment and facilities.
- Collaborate with key stakeholders to manage, schedule and plan resource utilisation and actively contribute to the improvement of school systems and processes to achieve same.
- Supervise other technical staff, provide training and assist the technical team leader with forecasting labour costs and participate in a rotational roster of activities as required.

- Liaise with external suppliers and agencies to maintain and develop knowledge in technological advances in equipment and techniques and to procure the relevant materials and equipment by utilising the university financial system.
- Provide high-level administrative support to the Griffith Film School technical team, including managing incoming and outgoing communications, publishing and promoting key announcements via email, Sharepoint and Canvas platforms.
- Manage and maintain the school's resource booking system.
- Develop, maintain and review equipment inventories, documentation and repairs with up to date maintenance records.
- Provide high level support for systems to facilitate and track student engagement with critical safety training and competencies.
- Contribute to the development, set up and operation of in-house and public events including productions; exhibitions; conferences; promotional events; multi-camera coverage of events; outside broadcasts and screenings. Attendance at events outside of the normal span of hours may be required.
- Maintain and advance knowledge in the discipline and technological advances to effectively support Griffith Film School operations, ensure compliance, and drive best-practice improvements.
- Ensure 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 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](#).