Griffith UNIVERSITY
Queensland, Australia

Position Description

Position Title	Quality Manager
Group/Portfolio	Griffith Sciences
Classification	HEW 8
Position Number	00063348
Reports To	Deputy Director, Queensland Microtechnology Facility
Employment Type	Fixed Term

1.0 Position Purpose

This position is responsible for leading the Quality Assurance/Quality Control (QA/QC) Program at the Queensland Microtechnology Facility, ensuring the highest standards of reliability and precision in microfabrication processes.

The role involves developing, implementing and monitoring engineering projects and technical operations, ensuring all laws, regulations, policies and safety standards are met. The incumbent will be responsible for managing and operating advanced micro/nano-fabrication equipment, maintaining quality management systems, and overseeing compliance with industry standards and engineering specifications.

2.0 Eligibility Requirements

- The incumbent for this position will hold a Bachelor's degree or higher in Engineering, Materials Science, Chemistry, Physics, or a related discipline, along with extensive experience in a senior scientific role, or possess an equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Lead and deliver the Quality Assurance/Quality Control (QA/QC) Program for microfabrication processes at the Queensland Microtechnology Facility (QMF). Work in consultation with key stakeholders and QMF leadership to ensure reliability and precision in fabrication processes.
- Support compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety, laboratory standards and exhibit good practice in relation to same.
- Manage, maintain, and operate a range of advanced micro/nano-fabrication and testing equipment, including an epitaxial reactor for 4H SiC deposition.
- Ensure engineering standards of quality, cost, safety, timeliness and

performance are observed and effectively managed.

- Oversee maintenance requirements to optimise efficiency and quality.
- Liaise with marketing, research, and manufacturing managers regarding engineering aspects of new construction and product design.
- Contribute to research and product development projects.
- Set and document in-line process controls to detect deviations during semiconductor fabrication, including lithography, deposition, etching, and cleaning processes.
- Provide staff training and guidance on technical issues and quality practices related to engineering projects and collaborate with external customers and academics to support their projects.
- Prepare and maintain risk assessments and standard operating procedure (SOP) documentation relating to equipment and processes undertaken by the QMF.
- Ensure correct Workplace Health & Safety procedures are maintained for QMF users.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act, and communicate to reflect fairness, ethics and professionalism always.

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.