

<b>Position Title</b>	Technical Officer
<b>Group/Portfolio</b>	Arts, Education and Law – Griffith Film School
<b>Classification</b>	HEW 5
<b>Position Number</b>	061117
<b>Reports To</b>	Technical Team Leader
<b>Employment Type</b>	Full Time, Continuing

## 1.0 Position Purpose

Under the general direction of the Technical Team Leader, the position is primarily responsible for technical support to students and staff undertaking practical teaching, research and production assessment at Griffith Film School. The Technical Officer will also provide support and maintenance for a wide variety of specialised production equipment, facilities and systems within the school.

## 2.0 Eligibility Requirements

- The occupant of this position will hold a relevant tertiary or equivalent qualification combined with relevant experience and specialist expertise.

## 3.0 Key Responsibilities

- Support staff and students to access and operate a broad range of screen media production equipment, studios and post-production facilities in collaboration with senior staff and colleagues.
- Provide technical and operational advice and support for established and innovative production processes and workflows.
- Develop and maintain documentation, including risk assessments, guidelines and standard operating procedures ensuring compliance with work health and safety standards and best practice facility operations.
- Support staff and students in the use of an online booking system to coordinate access to equipment and specialised facilities.
- Coordinate the maintenance of systems, key production equipment and specialised production facilities.

- Maintain and develop knowledge of technological advances in equipment and techniques. Includes liaising with external suppliers, agencies and service providers to continuously develop your knowledge of new and emerging technologies.
- Contribute to the development, set up and operation of in-house and public events and 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.
- Undertake other responsibilities commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- 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](#).