

POSITION DESCRIPTION

Technical Coordinator HIE Field Facilities



POSITION DETAILS

Position Title	Technical Coordinator, HIE Field Facilities
Classification	HEW Level 8
Position Number	7005631
School/Office	Teaching & Research Technical Services
Division	DVC Education & Students

POSITION PURPOSE

The Senior Technical Coordinator (HIE Field Facilities) is part of a team managing the field-based research facilities at the Hawkesbury Institute for the Environment (HIE). This includes overseeing key sites such as the Whole Tree Chambers (WTC), rainout shelters (ROS), the PACE facility, and other environmental experiments. A key focus of the role is the installation and upkeep of environmental sensor systems and data collection devices crucial to supporting scientific research.

The officer provides specialised technical support for funded research programs aimed at studying how environmental factors like carbon dioxide, water, temperature, and humidity affect ecosystems. This includes ensuring all equipment operates correctly and that research experiments are well controlled and monitored.

Beyond the technical responsibilities, the officer works closely with a team of technical staff, coordinating and ensuring that the team provide effective support for research and teaching activities. Close collaboration with academic staff, students, and visiting researchers is essential to ensure that field experiments run smoothly and receive the necessary technical support.

The position requires advanced technical expertise and experience in managing field research facilities, with a focus on complex equipment setup and maintenance. Strong problem-solving skills are necessary to adapt and troubleshoot as required.

KEY ACCOUNTABILITIES

1. Operate, calibrate, and maintain a range of complex environmental analytical equipment and instrumentation including demonstration of safe and proper use of equipment.
2. Connect sensor systems and associated data collection devices to the appropriate logging systems and ensure communication with software host devices located onsite.
3. Assist with the design and implementation of complex experiments and perform complex analytical tasks as required.

4. Routinely assess the functionality and operational performance of the controlled-environment field facilities and conduct appropriate problem solving when necessary.
5. Liaise and collaborate with staff of the Australian Plant Phenomics Network node at Western in supporting client-focused research undertaken in the node field facilities (WTC and PACE).
6. Manage site maintenance, such as mowing, slashing, and general grounds maintenance.
7. Manage pests, disease and weeds and other disturbances and application of herbicides and pesticides (Chemcert accreditation AQF3 or AQF4)
8. Operation of cherry pickers, trailers, tractors, and other site vehicles
9. Participate in continuous improvement initiatives across technical operations, including cross-campus projects and service enhancements.
10. Ensure compliance with safety regulations by conducting audits, maintaining documentation, and delivering inductions for staff and students.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Tertiary degree level qualifications in a relevant discipline with considerable postgraduate experience, or an equivalent combination of relevant experience and/or education/training
2. Demonstrated experience in the management of complex field-research experiments related to the growth and health of plants, including operation of field site vehicles and machinery and site maintenance such as mowing, slashing, application of herbicides and pesticides and general grounds maintenance
3. Demonstrated experience in the operation of instrumentation related to field-research experiments including neutron probes, soil moisture sensors, soil and plant sampling techniques and associated manual and power tools
4. Hold a current work at height certification or willingness to work at heights and undertake training to gain a Statement of Attainment for Working at Height which is recognised under the Australian Qualifications Framework
5. Strong problem-solving and planning skills – Ability to analyse issues, prioritise tasks, and manage competing demands effectively.
6. Clear communication and interpersonal skills – Strong written and verbal communication, with the ability to document procedures and establish professional working relationships with external agencies, senior staff, and staff at all levels.

KEY RELATIONSHIPS

- **This position reports to:** Senior Technical Coordinator, Sustainability and Environmental Science.
- **This position supervises:**
 - Nil supervision
- **Key internal relationships:**
 - Technical Manager, Institutes
 - Technical Manager, Field Based Research Facilities
 - Node Director, the Australian Plant Phenomics Network
 - Other technical team members across the function
 - School or Institute staff, both Academic and Professional
 - Students
- **Key external relationships:**
 - Suppliers of goods and equipment

CHALLENGES

1. **Balancing diverse technical demands**
The role supports research facilities utilised by staff and students. Responding to evolving staff and student needs and expectations requires adaptability and good communication skills.
2. **Operating field facilities in a research environment.**
The role can be physically demanding. It is expected that the position manages the hazards of working outdoors including exposure to the elements and wildlife.
3. **Must have a valid driving license.**

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

BUSINESS UNIT EXPECTATIONS

Teaching & Research Technical Services (TRTS) conducts its operations on a number of campuses and whilst employees are primarily located on one campus, they may be required to work at and travel between any of these locations for set periods of time to meet operational needs.

Hours of work for employees in TRTS may vary due to operational requirements in supporting teaching classes or research projects. As such the ability to work to a roster between the hours of 7am - 9pm Monday to Sunday may be required.

Approved by: Transferred to new format

Date: 08.10.2025