Position Description – Technical Coordinator — Chemistry & Life Sciences

Position Details

Position Title: Technical Coordinator – Chemistry & Life Sciences

College/Portfolio: STEM College

School/Group: STEM College Office

Campus Location: Based at the City campus, however, may be required to work and/or be based at other campuses of the University.

Classification: HEW 7

Employment Type: Continuing

Time Fraction: 1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/
https://www.rmit.edu.au/about/facts-figures

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.
https://www.rmit.edu.au/about/our-locations-and-facilities

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.
https://www.rmit.edu.au/careers

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.
https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings

STEM College

STEM College holds a leading position and expertise in the Science, Technology, Engineering, Mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industries.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact and our students are truly work-ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.
STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.
https://www.rmit.edu.au/about/schools-colleges/stem-college

STEM College Office Professional Staff

The STEM College Office Professional staff provide exceptional and efficient support to the College.
The Learning, Teaching and Quality teams support:
- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four Schools across five distinct functions:
- Student Lifecycle
- Planning & Operations
- Technical Services
- Program & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach

to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff members have opportunities to cross-skill, engage in professional development and develop their own career paths.

Position Summary

Reporting to the Senior Technical Manager — Teaching (City), the Technical Coordinator will be responsible for the day-to-day technical operations and support for the learning and teaching, research, and industry activities that take place within the Chemistry and Life Sciences laboratories and workspaces.

The Technical Coordinator will be responsible for managing a team of technical officers who are assigned to these spaces, ensuring the technical team meets organisational and stakeholder expectations through the delivery of a high quality, compliant, professional and timely service.

The incumbent will be required to work effectively across all levels of the organisation, developing productive working relationships with, but not limited to, the STEM schools, College Office, the Property Services Group, and the Health, Safety & Wellbeing team.

Reporting Line

Reports to: Senior Technical Manager – Teaching (City)

Direct reports: 6-10

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.

- Work with the Senior Technical Manager to coordinate the provision of technical support, including the management of consumables, inventory, storage spaces, and services for the teaching and research activities within the Chemistry and Life Sciences laboratories and in other STEM laboratories, workshops, and workspaces as required.

- Manage and mentord technical staff to ensure the delivery of responsive, high-quality service including the provision of expert technical advice and training for, but not limited to, purchasing, inductions, equipment usage, laboratory practices, and processes in a timely, client-centric manner. Develop, administer, and manage documentation of technical equipment, laboratory/workspace inductions, and training materials.

- Establish and manage regular preventative maintenance schedules and routines, ensuring they are conducted and documented by the technical staff. Ensure periodic servicing of equipment by service providers so that University resources remain operational and fit for purpose. Assist with and make recommendations in planning for the acquisition, installation, and commissioning of complex equipment and physical and /or digital resources.

- In consultation with the Technical Services' leadership team and other stakeholders, design, implement and manage systems and processes to ensure compliance with the annual operational plan, service catalogue, OH&S procedures, legislative standards, and RMIT policies. Conduct audits, assess results, and generate reports, and initiate corrective actions for improvements as required.

- Ensure HR related processes for designated staff are completed in a timely manner, ensuring work plans are effectively adopted and concluded. In partnership with Senior Management, develop performance plans and KPIs to ensure all line reports within your team have regular performance reviews and understand their work objectives and expectations.

- Liaise with Technical Management and various finance teams to ensure budget compliance and reconciliation of purchases.

- Assist other teams across the portfolio and College as required within the scope of this classification.

- Other duties as directed by the Senior Technical Manager and/or Director Facilities & Technical Services within the scope of this classification.

Key Selection Criteria

1. Proven knowledge, experience, and technical ability in Bioscience and/or Chemistry disciplines, including a good working knowledge of associated techniques and practises, an advanced understanding of the safe operation of relevant equipment, and the experience in the successful development and implementation of projects.

2. Demonstrated experience in successfully supervising, managing and supporting technical services staff and facilities within a teaching and/or research environment.

3. Demonstrated knowledge of current OHS legislation, regulations and standards with expertise in hazardous scenario management, relevant experience in managing safe and compliant operations, preferably in a teaching and research environment.

4. Proven initiative and problem-solving skills and the ability to organise, plan and manage complex tasks, work to deadlines, effectively allocate resources, and evaluate and report on outcomes.

5. Effective oral and written communication and interpersonal skills and the ability to work effectively both independently and within a team.

6. A strong service orientation with highly professional standards with experience in providing prompt, proactive, high-level support and a demonstrated ability to deliver innovative and creative solutions.

7. A commitment to RMIT's policies of supporting a diverse workplace along with zero tolerance towards harassment, bullying or discrimination in any form.

Qualifications

A tertiary qualification in Science (Biology and/or Chemistry would be considered favourably) and relevant experience preferably in the tertiary education sector.

Note: Appointment to this position is subject to passing a Working With Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date: