



Position Description – Technical Coordinator – Nursing & Anatomy

Position Details

Position Title:	Technical Coordinator – Nursing & Anatomy
College/Portfolio:	STEM College
School/Group:	STEM College Office
Campus Location:	Based at the Bundoora 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 or Research Support), 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 relevant laboratories and or workspaces.

The Technical Coordinator will be responsible for managing a team of technical officers who are assigned to these workspaces, ensuring the technical team meets organisational and stakeholder expectations through the delivery of a high quality, compliant, professional, 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, RMIT Property Services Group, and HR OHS team

Reporting Line

Reports to: Senior Technical Manager – Teaching

Direct reports: 1-10

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 for teaching and research activities which take place within Nursing, Anatomy, and Health Sciences (Chiropractic, Physio, and Chinese Medicine) areas and as required in other STEM laboratories, workshops, and workspaces.
- In consultation with the Senior Technical Manager's leadership team, develop, implement, maintain, manage, and document systems and processes to ensure compliance. Additionally, ensuring the safe, appropriate storage, handling, and disposal of all laboratory or workspace materials.

- Oversee and ensure the provision of expert technical and agile day-to-day advice, training for but not limited to purchasing, inductions, equipment usage, laboratory practices, and processes within the designated area in a timely, client-centric manner. Develop, administer, and manage documentation of technical equipment, laboratory/workspace induction, and training materials.
- Establish and manage regular preventative maintenance schedules and routines, ensuring they are conducted and documented by the technical staff. Ensure the periodic servicing of equipment by service providers so that the university resources remain operational and fit for purpose.
- Manage and lead the team to enable engagement and collaboration with relevant stakeholders, ensuring that all required activities are delivered in a timely, client-centric, and agile manner.
- Directly support designated workspaces, provide information and advice on availability, suitability and accessibility for activities/resources and spaces to stakeholders as required.
- Ensure appropriate management of consumables, inventory, storage spaces, and services. Maintain a timely and sufficient supply of materials and consumables required for teaching and research activities.
- Liaise with Technical Management and various finance teams to ensure budget compliance and reconciliation of purchases.
- Manage designated technical staff to ensure the delivery of responsive, high-quality service, ensuring flexibility for stakeholder requirements, and the development of a productive working environment which reflects the University's values.
- 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.
- In consultation with the Senior Technical Manager, design and implement systems ensuring compliance with OH&S, legislative standards, RMIT policies, and procedures for all designated areas and users of the space.
- Under the direction of the Senior Manager, conduct audits, assess results and generate reports, initiate corrective actions and processes for improvements as required.
- Manage and lead the team to ensure that all designated laboratories and workspaces are kept in a safe, clean, and tidy state at all times and that materials and equipment are stored appropriately when not in use.
- Assist with and make recommendations in planning for the acquisition, installation, and commissioning of complex equipment physical and /or digital resources.
- Support others within RMIT by imparting knowledge and skills.
- Other duties as directed by the Technical Coordinator, Senior Technical Manager, or Director, STEM Facilities & Technical Services within the scope of this classification.
- Assist other teams across the portfolio and College as required within the scope of this classification.

Key Selection Criteria

1. Proven knowledge, experience, and technical ability in Nursing, Anatomy, or Biological Sciences, including the development of projects, advanced understanding of the safe operation of relevant equipment, and a good working knowledge of relevant techniques and practices.

2. Demonstrated experience in coordinating technical support for teaching and research activities, including planning, scheduling, and supervising support to ensure that it meets required standards and set timelines.
3. Experience in successfully supervising or managing technical services and associated technical support staff.
4. Demonstrated knowledge of current OHS legislation, regulations and standards with expertise in hazardous scenario management, and relevant experience in managing safe and compliant operations, preferably in a teaching and research environment.
5. Proven initiative and problem-solving skills and ability to organise, plan and manage complex tasks, work to deadlines, plan, effectively allocate resources, initiate and see activities through to completion, and evaluate and report on outcomes.
6. Highly organised with proven ability to prioritise tasks and work effectively in a pressured environment with limited direction, requiring flexibility and sound decision-making.
7. Effective oral, written communication, and interpersonal skills and the ability to work effectively, both independently and within a team.
8. 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.
9. A commitment to RMIT's policies of supporting a diverse workplace along with zero tolerance towardsharassment, bullying or discrimination in any form.

Qualifications

Nursing, Anatomy, Health Sciences or Biological Sciences qualifications of a degree or higher (management experience considered favourable) and at least 4 years of subsequent relevant experience.

A valid Working with Children Check is mandatory.

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:
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