



Position Description – Technical Officer – Process Chemistry & Environmental Engineering

Position Details

Position Title: Technical Officer – Process Chemistry & Environmental Engineering

College/Portfolio: STEM College **School/Group:** STEM College Office

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 5 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Technical Coordinator – Process Chemistry & Environmental Engineering

No. of Direct reports: 0

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. 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 campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

STEM College

The 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 industry, as never before.

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 to 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>

Position Summary

The Technical Officer will report to the Technical Coordinator and will be responsible for providing technical service and support for Learning & Teaching, research, and industry activities that take place within the Process Chemistry & Environmental Engineering laboratories. The incumbent will be experienced with a range of chemical and environmental engineering laboratory equipment and techniques, including, but not limited to, bench and pilot-scale reactors, distillation and separation processes, fluid flow and heat transfer systems, water and wastewater treatment processes.

The role will also be responsible for advice and training in the operation of laboratory equipment while also providing support to staff and students. Under the guidance of the Technical Coordinator, the incumbent will be expected to ensure timely maintenance of the laboratories and equipment as well as supporting the adoption and implementation of OHS standards.

Key Accountabilities

- Under the direction from the Technical Coordinator maintain the day-to-day operations and functions of the Process Chemistry laboratories including equipment management (e.g. user access, routine maintenance/servicing, calibration), consumable and chemical inventories management (e.g. stock control, purchasing, etc.), waste management, and lab housekeeping to ensure uptimes are optimised.
- Provide technical support and operation of equipment and sample preparation techniques and practices.
- Provide support and training to staff and students for equipment, and in associated techniques within the training and competency framework.
- Implement and maintain documentation such as, but not limited to, standard operating procedures, safe work instructions, technical training material, risk assessments, chemical registers, etc., ensuring they are available to users in the laboratories.
- Work with the Technical Coordinator to understand academic teaching requirements ahead of time, ensuring materials and equipment are acquired and prepared for practical classes or other academic activities in a timely and agile way.
- Contribute to, implement and work in accordance with safe work and OHS processes and policies including review of risk assessments in designated areas, ensuring operating procedures, activities and working environments for all users comply with OH&S and other relevant legislation, standards and RMIT policies and procedures.
- Other duties as directed by the Technical Coordinator, Senior Technical Manager or the Director of STEM Facilities and Technical Services within the scope of this classification.

Key Selection Criteria

1. Proven knowledge and experience in Chemical and Environmental Engineering, including an understanding of chemical process design, reaction engineering, separation processes, fluid mechanics, heat and mass transfer, water and wastewater treatment processes, and safety and regulatory compliance in laboratory environments.
2. Demonstrated experience operating and maintaining laboratory equipment including, but not limited to, reactors, distillation and separation units, filtration and membrane systems, fluid flow and heat transfer rigs, pumps and metering equipment, water and wastewater treatment systems.
3. Demonstrated understanding of current OH&S legislation, regulations and standards with relevant experience in managing safe and compliant operations, preferably within a Higher Education setting.
4. Highly organised with proven ability to prioritise tasks and work effectively in agile and demanding environments, exercising high order analytical and problem-solving skills and sound decision making, and adapting to changing circumstances.
5. Demonstrated commitment to quality and continuous improvement, and a proven ability to interpret and apply policies, procedures, and systems consistently within the work area.
6. Effective oral and written communication, and interpersonal skills with the ability to work effectively both independently and within a team, and with diverse user and stakeholder groups from student to School and College leadership.

Qualifications

A tertiary qualification in Chemical and Environmental Engineering, Process Engineering or a related discipline and/or relevant experience.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian 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.