Position Description – Technical Officer (Robotics & Mechatronics)

Position Details

Position Title:	Technical Officer (Robotics & Mechatronics)
College/Portfolio:	STEM College
School/Group:	STEM College Office – Technical Services
Campus Location:	Based at the City and/or Bundoora campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 6
Employment Type:	Continuing
Time Fraction:	1.0 (flexible arrangements considered)

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. 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.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, 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

The 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.

The 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. 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 STEMM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

The 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

Under general guidance of the Technical Coordinator, the Technical Officer provides expert day-to-day technical support for robotics, mechatronics and intelligent systems teaching and research spaces (labs, project bays, maker/workshop areas). The role maintains equipment and software stacks, delivers user inductions and training, ensures safe and compliant operations, and supports practical classes, student capstones and research prototypes.

Reporting Line

Reports to: Technical Coordinator

Direct reports: NIL

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.

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

- Operational support of robotics/mechatronics spaces: oversee daily operations of designated labs/workspaces; schedule access; keep areas safe, clean, and ready for use; coordinate with academic leads on class/practical needs.
- Equipment stewardship: maintain and calibrate robots (mobile/arm), AGVs, cobots, end-effectors, motor drivers, controllers, microcontrollers (e.g., Arduino/ESP32, STM32), PLCs, machine vision cameras, depth sensors, IMUs, test gear, 3D printers/CNC/laser tools used for prototyping; implement preventive maintenance plans and device logs.
- Software stacks: build and maintain Linux-based robotics stacks (Ubuntu + ROS/ROS2), Python environments, package managers, and Git repositories; assist with ML/vision toolchains for coursework/demonstrations.

- Technical training & inductions: develop and deliver inductions and produce step-by-step SOPs, SWIs and risk assessments tailored to robotics/mechatronics activities.
- Class & project delivery: prepare rigs, demo platforms and kits for labs; support commissioning and troubleshooting of student/research prototypes (sensing, actuation, communication); advise on component selection and safe integration.
- Inventory & procurement: maintain inventories of components, spares, batteries, sensors, controllers and consumables; raise purchases; track loan gear; ensure compliant storage/transport of lithium batteries and powered devices.
- Safety, compliance & documentation: develop, implement, maintain and review safe work processes and RAs (electrical, mechanical, laser, battery, pinch/crush hazards, manual handling); ensure compliance with OH&S and University policy; record inductions and equipment use.
- Stakeholder engagement: provide timely, client-centric advice to students, academics and researchers; forecast consumables and workshop time; coordinate with other Technical Services teams for shared resources.
- Continuous improvement: identify process improvements for lab workflows, booking, training materials and equipment lifecycle; contribute to lab upgrades and new equipment commissioning.

Key Selection Criteria

1. 2–3 years' experience in robotics/mechatronics; or closely related lab/technical environments supporting teaching and/or research.
2. Technical breadth: working knowledge of robotics/mechatronics hardware (sensors, actuators, drivers, motor control, microcontrollers/PLCs) and integration practices, including wiring, power, and basic PCB/breadboard prototyping.
3. Software capability: practical experience with Linux (Ubuntu), ROS/ROS2, and Python for scripting, data handling and simple control nodes; Git basics; familiarity with machine vision/ML toolchains desirable.
4. Workshop skills: safe use and upkeep of rapid-prototyping tools (3D printers, laser cutters, small CNC), hand tools and test equipment (oscilloscopes, logic analyzers, DMMs).
5. Safety & compliance: demonstrated ability to author and implement SOPs, SWIs, RAs; strong understanding of OH&S in electromechanical settings (battery safety, e-stop, guarding, LOTO basics).
6. Service & communication: proven client-centric mindset with effective written/oral communication; ability to develop clear training materials and to support diverse cohorts.
7. Values & inclusion: demonstrated alignment with RMIT values and commitment to inclusive, respectful workplaces.

Qualifications

- A relevant tertiary qualification or relevant experience.
- Desirable: Vendor microcontroller/robotics short courses. Basic electrical test/tag competency; first aid.

Note: Appointment to this position is subject to passing a Working with Children Check, medical assessment 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: