



Position Description – Senior Technical Officer

Position Details

Position Title:	Senior Technical Officer
College/Portfolio:	Vocational Education
School/Group:	Planning & Resources
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 6
Employment Type:	Continuing
Time Fraction:	1.0 FTE

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>

College/Portfolio/Group

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, ALIVE@RMIT, purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence. Page 3 of 5
RMIT Classification: Trusted

Led by our Pro Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Planning and Resources

Our planning and resources function puts the student at the centre of our thinking through a precinct-based approach that delivers the right support where it is needed most. This enables us to deliver a consistent student and staff experience with differentiation between whole of college services and bespoke units or functions. The shared services model which underpins this team is designed to assist with flexible resourcing and service delivery to meet the cadence, requirements and nature of University business.

Position Summary

The Senior Technical Officer will collaborate in a team to which will provide technical expertise and services to Staff, Students and Partners to achieve teaching and commercial outcomes within the College of VE.

With an expertise skillset related to their allocated teaching cluster, the Senior Technical Officer will assist with the development of technical facilities and ensure that they are maintained to the highest industry and educational standards. Working across a wide range of activities, equipment and processes, employed within these facilities. The role will deliver creative solutions to the unique and challenging problems associated with education, technology and environments.

Reporting Line

Reports to: Technical Services Coordinator. Built Environment and Sustainability

Direct reports: 0

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

1. Provide technical expertise and services to technical and teaching staff. Actively participate in learning and teaching activities to ensure technical services, materials and equipment cater to new and emerging technologies and practices. Maintaining a harmonious service-oriented culture to enable the prioritisation of maintenance activities and requests.
 2. Demonstrate, instruct and support students and staff on technical matters in regard to equipment use, induction, technical design, safety instructions and technical knowledge.
 3. Manage technical equipment and materials. Collaborating across VE to understand student numbers and curriculum to forecast materials and equipment volumes, types and maintenance schedules. Researching and onboarding of new technical suppliers where required.
 4. Support the facilitation of best practice in relation to HSW and OHS requirements in technical environments and ensure compliance with relevant legislation. Contribute to space and equipment SWMS and Risk Assessments.
 5. Create and manage access and key management processes to specialist spaces and equipment. Including the induction process.
 6. Onboard and induct contractors, service providers and casual staff. Providing guidance, supervision and a point of contact.
 7. Perform other duties as requested by the Manager.
 8. Proactively support the team and collaborate across the College to ensure efficient and effective delivery of services to both internal and external customers.
 9. This role may be required to work across all Planning & Resources teams and functions to support the business throughout peak periods.
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Key Selection Criteria

1. Proven technical knowledge and expertise in the Build Environment, Trades and Sustainability
2. Demonstrated experience in maintaining technical workshops, sites or equivalent industry experience, including coordinating maintenance of equipment.
3. Demonstrated knowledge and application of HSW and OHS legislation and regulations (use, storage, handling). Particularly in regard to technical workshops and building site environments.
4. High level oral and written communication skills, with a proven ability to communicate effectively with a broad range of individuals and groups from diverse backgrounds.
5. High level of communication skills with the ability to provide both written and verbal instructions to a range of audiences.
6. Demonstrated ability to deliver flexible solutions to technical problems, preferably within an educational context.
7. Ability to demonstrate flexibility and initiative, by working independently and with limited direction, as well as effectively within a dynamic team environment with multiple and conflicting priorities and competing deadlines.
8. Demonstrated ability to use information and communication technologies effectively, or practical experience in using and supporting specific type of spaces and resources.

Qualifications

Relevant qualification and/or relevant OHS, customer service and administration experience.

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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