



Position Description – Technical Officer

Position Details

Position Title:	Technical Officer
College/Portfolio:	STEM
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 6
Employment Type:	Fixed Term Contract until 25/04/25
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 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 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.

www.rmit.edu.au/seh

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 School 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

Under general guidance of the Technical Coordinator, the Technical Officer will be responsible for overseeing and maintaining the day-to-day operational functions of laboratories and workspaces while providing expert support to teaching, research and industry activities within STEM laboratories and workspaces.

The successful incumbent will provide expert advice to users of the spaces and ensure designated areas are operating effectively and safely in compliance with legislative requirements and RMIT policies and procedures.

The incumbent may be required to coordinate operations in one or more spaces.

Reporting Line

Reports to: Technical Coordinator - Medical Devices

Direct reports:

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.
- Oversee and maintain the day-to-day operational activities within the "Discovery to Device (D2D)" Facility, primarily in the Photolithography/Wet Lab and, as required, in other STEM laboratories and workspaces.
- Develop, maintain, and implement required documentation such as but not limited to SOPs, SWIs, Equipment RAs, Chemical Registers, etc., ensuring they are available to users of the laboratories or workspaces.

- Ensure, and provide proficient technical and agile day-to-day advice and training on, but not limited to purchasing, equipment/instruments and appropriate laboratory practices and processes in a timely, client-centric manner. This includes the provision of inductions for all users of the workspaces and accurately documenting these events.
- In consultation with the Technical Coordinator, develop technical equipment, laboratory/workspace induction, and training materials.
- Provide expert technical and agile day-to-day advice to users of the spaces when required and in a timely client-centric manner.
- Manage and maintain infrastructure (i.e., equipment, instruments, tools, digital components, etc.) within the laboratory or workspaces, ensuring they are bookable, well-maintained, and regularly serviced. Develop and document a maintenance schedule and preventative maintenance plan.
- While working with the Technical Coordinator and in partnership with relevant stakeholders, understand and ensure activities planned can be delivered in a timely and agile way.
- Ensure consumable levels are well maintained and provide prompt support to stakeholders in ordering or obtaining required materials for activities within these spaces.
- Develop, implement, maintain, and review safe work processes and risk assessments in designated areas, ensuring operating procedures, activities, working environments, and users comply with OH&S any relevant legislation standards and RMIT policies and procedures. Where improvements are required, proactively work to consult, advise, develop, and implement.
- Ensure equipment and laboratories/workspaces are maintained in accordance with all OH&S or other legislative requirements, industry standards, and RMIT policies, maintaining them in a clean, working, and ready-for-operation state in a timely manner. Where areas are non-compliant or require improvement, develop, implement, control, and monitor remediation plans.
- Ensure laboratories and workspaces are in a safe, clean, well-maintained, and operational state at all times.
- Assist with planning for the acquisition, installation, and commissioning of complex equipment and physical and/or digital resources.
- Other duties as directed by the Technical Coordinator, Senior Technical Manager, or Associate Director Planning and Resources (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. Demonstrated experience and knowledge, technical ability in Photolithography Processes/Equipment including but not limited to PVD Deposition, Direct Write Lithography, Microscopy, and Chemical handling.
2. Proven knowledge and industry experience working within a Nanofabrication cleanroom laboratory setting.
3. Proven laboratory operations and maintenance experience, preferably in a teaching or research environment.
4. Demonstrated understanding of current OH&S legislation with knowledge of other field or industry regulations or standards related to the field within the scope of the service area.
5. Proven initiative and problem-solving skills, highly organised, and the ability to work autonomously and in a team.
6. Effective oral, written communication, and interpersonal skills with the ability to work effectively in cross-functional teams and with a diverse range of people from various backgrounds.

- 7. Demonstrated experience and understanding of working in accordance to the RMIT value statements or similar frameworks in other organisations.
- 8. A commitment to RMIT's policies of supporting a diverse workplace along with zero tolerance towards harassment, bullying or discrimination in any form.

Qualifications

Scientific or Engineering qualifications of a degree or higher and relevant experience.

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:
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