



Faculty of Engineering and Built Environment

Senior Technical Officer

School of Engineering

Position No. 1009

General Information

The Discipline of Mechanical and Mechatronics Engineering within the School of Engineering teaches a wide variety of course to undergraduate students leading to degrees in Mechanical and Mechatronics Engineering. Our total annual student population at the Callaghan campus is typically 250-350. The Discipline is very research active with expertise in modelling of atomic diffusion in solids, materials, turbulence, renewable energy, bulk materials handling and biomechanical engineering.

This position is available on a full-time continuing basis.

Position Description

Position:	Senior Technical Officer
Classification:	HEW Level 7
Faculty:	Engineering and Built Environment
School:	Engineering
Immediate Supervisor:	Shane Keys, Laboratory Manager

Role Statement

- Provide proactive high level specialist mechanical and organisational support including the construction and maintenance of equipment and instrumentation for teaching and research in the Discipline of Mechanical and Mechatronics Engineering.
- Work within the Mechanical Engineering workshop during periods of high load by providing high level technical advice and undertaking technical activities in support of academic, teaching and research needs.
- Ensure the supply of specialised (non clerical) items required within the Discipline

Role Description

Supervision/Management/Leadership

Be responsible to the Laboratory Manager of the Discipline for the provision of high level specialist mechanical and organisational support and advice.

Task level and Typical Activities

1. Provide a high level of technical expertise within Mechanical and Mechatronics Engineering.
2. Construct complex equipment to general specifications.
3. Monitor new and emerging technologies and make recommendations to senior staff in support of teaching and research
4. Provide local authoritative advice on areas of your expertise in the context of varying circumstances.



5. Manage the development, construction and modification of equipment and apparatus' in support of academic, research and teaching projects and needs.
6. Provide specialised advice and technical support, including instruction and demonstration in the use of laboratory and specialised equipment to students and staff within the School.
7. Maintain technical reports, equipment records and monitor repair and maintenance requirements for equipment in research areas and laboratories.
8. Ensure the requirements of the Discipline are met through the purchase and requisition of specialised items, and the maintenance of purchase records for research areas and laboratories.
9. Be responsible for effective compliance and provision of advice with respect to applicable OH&S and Work Cover standards, codes and guidelines and other related legislation/policy and procedures.
10. Manage the utilisation/scheduling of resources within the Discipline to enable the completion of research projects and assignments.
11. Be familiar with, and observe the University's policy and procedures on Equity and Diversity, Managing for Performance and OH&S in the performance of the responsibilities of the position.
12. Undertake any other duties relevant and appropriate to this level

Organisational Knowledge

Be familiar with, and observe the University's policy and procedures on Equity and Diversity, Managing for Performance and Occupational Health and Safety in the performance of the responsibilities of the position.

Perform tasks/assignments which require proficiency in the work area's existing rules, regulations, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

Judgement, Independence and Problem Solving

Independently monitor and review activities within the Discipline, analyse problems and propose and/or implement solutions within the area of responsibilities.

Innovate within own function and take responsibility for outcomes.

Selection Criteria

- A degree with at least four years subsequent relevant experience; or extensive experience and management expertise in technical fields; or equivalent combination of relevant experience and/or education/training.
- Skilled at using computer aided design software and an ability to create detailed engineering drawing suitable for production.
- Experience with the use and implementation of data acquisition systems.
- Some experience with the implementation of strain gauges, accelerometers, thermocouples or similar sensing devices.
- High Level organisation skills.
- High level oral and written communication skills.
- Analytical and innovative approach to problem solving.
- Ability to work innovatively with minimal supervision.
- Demonstrated ability to meet deadlines and priorities workloads.
- Working knowledge and appreciation of the current OHS Act.
- Capacity to work as either a team member or team leader.
- Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance.

It is also desirable that the appointee have experience and/or a willingness working with students.



Conditions and Benefits

HEW Level 7 - \$60,227 to 67,755 per annum.

Compulsory contributory superannuation is a condition of employment plus generous employer contribution of 17%.

Further information on benefits and conditions of employment is available at the following link:

<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact Dr Philip Clausen, Head of Discipline, Mechanical Engineering, School of Engineering, telephone +61 2 4921 6202, fax +61 2 4921 or email Philip.Clausen@newcastle.edu.au

Related Links

- [Faculty of Engineering and Built Environment](#)
- [School of Engineering](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on 22 August, 2008.

Note: All applications must include a statement addressing each selection criteria.

All applications must include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

How to Submit Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

For Internal applicants

Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for



For External applicants

Please forward your application **by email** to: employment@newcastle.edu.au and ensure you quote the position number and title in the subject line of your email.

Attachments must be in either Word Version 6.0 (.doc) or later, or Rich Text Format.

Applicants who do not have access to email can still provide a paper application, in one of the following ways:

You should staple your application in the top left corner with the Application For Employment Cover Sheet ([PDF](#) or [MS Word](#)) on top. Please do not submit your application(s) in binders, folders or plastic sleeves as often the applications are required to be photocopied by Human Resource Services staff.

1. By hand, ensuring that you include one (1) copy of your complete application to:

Human Resource Services
1st Floor, Eastern Wing
The Chancellery
Ring Road
Callaghan Campus
The University of Newcastle

2. By mail, ensuring that you include one (1) copy of your complete application to:

Client Service Teams
Human Resource Services
University of Newcastle
CALLAGHAN NSW 2308
Australia

Envelopes containing your application should be clearly marked "Confidential", and indicate the Position Number for which you are applying.

3. By fax, sending one (1) copy of your application to:

a confidential fax on (+61 2) 4921 5285.

The University values [equity and diversity](#).