

Faculty of Science and Information Technology

CNC Machinist

Position No. 1016

General Information

You will use your exceptional machining skills to provide technical and mechanical support in the repair, construction, and maintenance of scientific equipment and instrumentation used in teaching and research laboratories. This exciting opportunity offers significant opportunities for personal skill development working alongside an experienced Senior Technical Officer in a scientific environment.

This position is available on a fixed term basis for a period of 2 years.

Position Description

Position: CNC Machinist
Classification: HEW Level 6
Faculty/Division: Faculty of Science and Information Technology
Section: Faculty Workshops
Immediate Supervisor: Mechanical Workshop Coordinator

Role Statement

Provide technical/mechanical support in the repair, construction and maintenance of scientific equipment and instrumentation used in teaching and research laboratories in the Faculty of Science and IT.

Role Description

Supervision/Management/Leadership

Be responsible to the Mechanical Workshop Coordinator for the production and maintenance of apparatus in support of teaching and research in the Faculty of Science and Information Technology. Provide supervision of staff and students using equipment in the Student Workshop area.

Task level and Typical Activities

Be responsible for the repair and maintenance of equipment used in teaching and research across the Faculty. Maintain workshop tools and equipment. Keep the workshop environment clean and safe.

Construct laboratory apparatus for undergraduate and research laboratories to general specifications provided by others, under the direction of the Mechanical Workshop Coordinator.

Provide technical advice to staff, on mechanical problems.

Modify existing equipment used in undergraduate classes and research laboratories.

Operate Computer Numerical Controlled machinery.

Ensure compliance with Australian Standards for safety and reliability of all equipment submitted for repair and /or construction. Maintain compliance with OH&S requirements within the mechanical workshop.

Undertake any other duties relevant and appropriate to this level.

Organisational Knowledge

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

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

Judgement, Independence and Problem Solving

Discretion to innovate within own function and take responsibility for outcomes; design, develop and test complex equipment, systems and procedures; Exercise high level diagnostic skills on sophisticated equipment or systems.

Selection Criteria

- Completion of trade certificate in fitting and machining together with experience as a CNC machinist OR equivalent combination of education/training and relevant experience.
- Proven ability to operate Computer Numerically Controlled machinery.
- Demonstrated experience in welding.
- Proven ability to show initiative, execute judgement and work independently on specified tasks.
- Demonstrated ability to interact well with students and staff from different backgrounds and minimal workshop experience.
- Understanding of OH&S principles as they apply within a trade workshop.
- Ability to operate computer numerically controlled machinery.
- Demonstrated experience in any other allied trades.

Conditions and Benefits

HEW Level 6 - \$54,582 to \$60,227 per annum.

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

A range of flexible salary packaging options is also available.

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 the Mechanical Workshop Coordinator, Mr Phil Greig on (02) 4921 5437.

Related Links

- [Faculty of Science and IT](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on **Sunday 24 August 2008**.

Note: Your application must include a statement addressing the 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.

Submitting Your Application

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

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

External Applicants

Please forward your application **by email** to: employment@newcastle.edu.au quoting the position number and position title in the subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

Do not use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team
Level 1, The Chancellery
University of Newcastle
CALLAGHAN NSW 2308
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

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