POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Technical Officer</th>
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<tbody>
<tr>
<td>BUSINESS UNIT</td>
<td>Academic Programs</td>
</tr>
<tr>
<td>REPORTING TO</td>
<td>Senior Technical Officer</td>
</tr>
<tr>
<td>LOCATION</td>
<td>Nirimba</td>
</tr>
<tr>
<td>DATE</td>
<td>September 2013</td>
</tr>
<tr>
<td>CLASSIFICATION</td>
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PURPOSE OF THE POSITION

The position of Technical Officer reports to the Senior Technical Officer and assists in the maintenance of the Academic Pathways Program Laboratory and works with the subject teachers and coordinators to provide support for practical sessions.

ORGANISATIONAL CONTEXT

UWS College Pty Limited is a not-for-profit company, wholly-owned by the University of Western Sydney. The College was created to provide academic pathways to the University, complemented by English language and other professional programs for Australian and International students. Created in 2006, the College has its antecedents in English language and Foundation studies programs offered by various University Schools and entities since the 1980s.

UWS College is divided into two broad divisional areas: Academic Pathways which is responsible for the delivery of our learning and teaching programs and related student services; and Corporate Services which provides the planning capability and support services to our educational mission. Within these broad divisions are four business units:

- Academic Pathways
- English Programs and Professional & Community Programs
- College Registrar
- Corporate Services

Like its parent institution, UWS College operates across a number of campuses in Greater Western Sydney. English Program studies and VETAB Programs are offered from the UWS Westmead campus; Academic Pathways programs are available on the Nirimba Education Precinct at Quakers Hill and at our Westmead campus. The College is scheduled to open a new campus at Lithgow in late 2013 and have a presence on the UWS campus at Bankstown in 2014.
CONSTRAINT/AUTHORITY LEVEL

The position operates in accordance with UWS College policies, and the requirements of relevant legislation, awards and agreements.

KEY ACCOUNTABILITIES

Class Support

• Setting up practicals in all subject areas using the laboratory
• Cleaning up after practical sessions
• Supervising practical sessions in the presence of teacher / demonstrator
• Liaising with academic staff regarding practical requirements, risk assessments and laboratory capabilities
• First aid

Laboratory maintenance:

• Maintaining lab equipment under supervision
• Chemical stocktaking
• Consumable stocktaking
• Contaminated Waste disposal
• Implementing effective protocols in handling and disposing of hazardous equipment.

Laboratory Safety:

• Implementing systems in compliance with WHS policies
• Training staff and students on how to use equipment safely
• Liaising with Senior Technical Officer/Manager regarding WHS issues and laboratory incidents.
• All other suitable duties as required.

SELECTION CRITERIA

• Tertiary qualifications in a relevant discipline and equivalent professional experience, education and training.
• Proficiency and experience in the use of scientific equipment and techniques used for the teaching of Science at high school and first-year University level.
• Demonstrated well developed interpersonal, organisational, written and oral communication skills.
• Ability to prioritise duties and maintain a professional working environment under high pressure and tight deadlines with minimal supervision.
• Current Senior First Aid Certificate.
• Demonstrated understanding of WHS regulations and principles as they relate to a laboratory environment servicing a wide range of users.
POSITION DIMENSIONS

Work Health and Safety Statement
The position is required to cooperate with all health and safety policies and procedures of the College and take all reasonable care to ensure actions do not impact on the health and safety of staff and visitors to the company.

Equal Employment Opportunity
Ensure that the principles of equal employment opportunities are implemented promoted and adhered to, in order to comply with the College policy.

RELATIONSHIPS

Reporting to this position are:

- Laboratory Manager
- Manager, Science and Health Science
- Head of Program, Engineering & Construction
- Coordinator, Science
- Coordinator, Engineering & Construction
- Director, Teaching & Learning
- Teachers
- Students
- Administrative staff

Developing and maintaining effective relationships within the College, UWS and the broader political/education/business sector are crucial to the position.
CHALLENGES

Key challenges of the roles include:

- working with diverse multicultural student groups
- working with diverse ability groups
- working with students with varying subject backgrounds
- working with teaching staff and other laboratory staff

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies, procedures, guidelines and systems of UWSCollege.

<table>
<thead>
<tr>
<th>Signatories</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff member</td>
<td></td>
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<tr>
<td>Supervisor</td>
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Reviews of this position description should occur at performance review. Any agreement to amend or alter this document will require it to be signed and dated as a new document.