

## Position Description – Terrestrial Archaeology Technical Officer

POSITION DETAILS	
College / Portfolio	College of Humanities, Arts and Social Sciences
Organisational Unit	College of Humanities, Arts and Social Sciences
Supervisor	Technical Team Leader
Classification	Higher Education Officer Level 5
Employment Type	Continuing, full time

Under routine to general direction, this position provides support to Archaeology teaching and research activities within the College of Humanities, Arts and Social Sciences. This is a key position for facilitating high quality teaching and world class research by staff and students from the discipline of Archaeology at Flinders University.

This position will be expected to work with the Maritime Archaeology Technical Officer and to cover periods of leave and high workload. The incumbent will be required to undertake out of hours working, for example when on field trips.

### UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

*A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.*

*An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.*

### KEY POSITION RESPONSIBILITIES

1. Ensure that Archaeology field and laboratory equipment is maintained and serviced in a timely and effective manner.
2. Provide training in the safe and effective use of archaeological field and laboratory equipment to staff and students to facilitate teaching and research in Archaeology.
3. Oversee, in consultation with the Archaeology Laboratory Manager and the Technical Team Leader, the effective and safe operation of the Archaeology laboratories, including equipment operation and maintenance and relevant WHS requirements such as inductions, chemical handling and Safe Work Procedures
4. Provide technical support to facilitate field and laboratory teaching and research by Archaeology staff and students.
5. In consultation with the Technical Team Leader, purchase equipment and minor items and coordinate the maintenance and servicing of field and laboratory equipment.
6. Ensure that the discipline of Archaeology's inventory of equipment and manuals remains current and relevant and work with the Archaeology Laboratory Manager and other Archaeology staff to facilitate the purchase of new equipment.
7. Ensure the storage and curation of artefacts in the research collection is in accordance with internal policy, state and national guidelines, current legislation and ethics permits.
8. Be responsible for loans and returns to and from the Archaeology store, provide advice to borrowers about the safe use of equipment and ensure that equipment is returned in good order.
9. Provide technical support and advice related to the software used in the Digital Archaeology Lab (DAL)
10. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

#### Essential

1. Completion of a diploma or degree qualification in a relevant field OR an equivalent combination of experience and/or education and/or training
2. Relevant experience and/or qualifications in laboratory management
3. Familiarity with archaeological photography, laboratory, fieldwork and/or survey techniques.
4. Well-developed communication and interpersonal skills (both written and oral), including ability to liaise effectively with a broad range of staff and students.
5. Demonstrated skills in word processing, databases, spreadsheets and website maintenance.
6. Demonstrated organisational skills.
7. Demonstrated ability to work independently and as a member of a team.
8. Understanding of occupational health and safety principles and capacity to promote a safe study and work environment.
9. Drivers licence.

10. Ability to work out of hours and at weekends when required.

**Desirable**

1. Technical skills in archaeology or archaeological science techniques such as geomatics, archaeological chemistry, excavation, field survey, geoarchaeology and/or archaeological geophysics.

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