

## Position Description – Senior Technical Officer

Updated 27 February 2026

POSITION DETAILS	
College/Portfolio	College of Science Engineering
Organisational Unit	College Service, Technical Services
Supervisor (Title)	Manager – Laboratory Services
Classification	Higher Education Officer Level 6
Employment Type	Continuing, fixed term

POSITION SUMMARY
<p>Under general to broad direction, the Senior Technical officer, Teaching Support is to provide functional leadership of small teams responsible for providing laboratory and field support for teaching in the College of Science &amp; Engineering. The Senior Technical Officer is responsible for operational and functional leadership of the teaching support team, as well as providing representation for the area in strategic and resource matters.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> <li>demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>contribute to the efficient and effective functioning of the team or work unit 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;</li> <li>promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES
<ol style="list-style-type: none"> <li>The Senior Technical Officer has responsibility for the efficient and effective provision of technical and infrastructure support for practical classes and field trips.</li> <li>Staff inductions, on the job training &amp; day to day allocations of workload across the team.</li> <li>Managing resource and operational aspects of the area including: <ul style="list-style-type: none"> <li>Managing procurement of consumables, materials and equipment required for</li> <li>delivery of classes;</li> </ul> </li> </ol>

- Monitoring and managing expenditure associated with the procurement of
- consumables, materials and equipment required for the delivery of classes;
- Identifying and advising the College of strategic and changing resource needs, through
- consultation with academic staff;
- Ensuring efficient and cooperative use of space and resources, including deployment
- of staff;
- Managing maintenance/repair issues and WH&S compliance;
- Contributing to practical timetabling planning and use of the teaching space;

4. Coordinating the preparation of materials and consumables for timely and quality delivery of practical exercises in their area of expertise including:

- Informed discussion and liaison with relevant topic coordinators and associated
- teaching staff regarding topic requirements;
- Working with, and allocating tasks to team members to ensure effective delivery of
- practical exercises;
- Sourcing materials and equipment as required, and ensuring that handling, storage
- and disposal is within relevant local and University guidelines;
- Maintaining accurate topic technical notes in the established format;
- Maintaining registers of chemical and consumable requirements to facilitate stock
- control and purchasing

5. Contributing to practical exercise development and revision in conjunction with topic co-ordinators and other academic staff.

6. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

#### **KEY POSITION CAPABILITIES**

- A degree with a relevant Physics focus, or an equivalent combination of experience and/or education/training.
- Sound knowledge in the areas of Physics equipment with demonstrated experience in electronics hardware and software for field or laboratory techniques, and the use, care and maintenance of associated equipment.
- Experience in the operation, maintenance and calibration of laboratory analytical instrumentation and equipment.
- High level interpersonal, written and oral communication skills, including the ability to effectively communicate with all levels of staff and students.
- Proven ability to use initiative and exercise judgement.
- Proven ability to work effectively and cooperatively in a busy team environment.
- Excellent organisational skills including demonstrated ability to prioritise work and coordinate work and meet competing deadlines.
- Proven ability to work effectively and cooperatively in a busy team environment in both a functional leadership role and as a team member.
- Demonstrated understanding of the scope and relevance of workplace health and safety issues in Physics laboratories
- Proven competency in the use of a range of novel and standard application software including Microsoft Word and Excel.
- Experience in the supervision of staff for the provision of a high level of service within a team environment.
- Demonstrated commitment to work-related continuing education, training and/or learning.