

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Laboratory Technician, Civil Engineering
Position Grade	NE2-T
Category	Non-Executive
Campus/School/Department/Faculty	Sarawak Campus - School of Engineering, Computing & Science
Division	Academic Division
Term of Appointment	Permanent
Effective Date	July 2011

Position Purpose:

To provide laboratory support for teaching and research activities in the laboratories of the School of Engineering, Computing and Science, specifically the Civil Engineering laboratories. The applicant will also carry out the administrative and operational requirements of running the School's Laboratories.

University Information:

Swinburne University of Technology is a large multi-sectoral and multi-campus institution with a stated mission to be a pre-eminent entrepreneurial university from the Asia-Pacific, thriving on new ideas and knowledge and exploiting its intersectoral heritage to create value for its stakeholders.

Swinburne has campuses in metropolitan Melbourne at Hawthorn, Prahran, Lilydale, Wantirna, Croydon and Healesville and an overseas branch campus university in Kuching, the capital city of the State of Sarawak in Malaysia. It also offers an increasing number of subjects and courses via the Internet. Its programs cover the education and training needs of over 40,000 students ranging from apprentices through to doctoral students.

Swinburne is proud of its close links with industry, business and the community generally. It has gained a prominent and respected name in education in Australia and overseas through:

- government funded programs and research;
- industry and business funded research;
- consultancy and training;
- fee-for-service teaching;
- an international focus for its curricula, student recruitment and operations

Sarawak Campus Information:

The Branch Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs and a limited number of diploma programs. The branch campus was established in 2000 as Swinburne Sarawak Institute of Technology and on gaining university status in Malaysia changed its name to Swinburne University of Technology (Sarawak Campus) in June 2004. The Branch campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. In 2010 the Sarawak Campus had approximately 3,500 students from Malaysia and other countries and plans to expand rapidly as its staff and facilities are developed in the next few years to allow a greater number and diversity courses to be offered.

The branch campus university in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its Foundations – Yayasan Sarawak and the Sarawak Higher Education Foundation. The academic operations of the campus are integrated with and controlled by the University in Australia.

The Sarawak Campus is located at Jalan Simpang Tiga, which is about 10 minutes drive from Kuching International Airport and close to the central waterfront activity area of Kuching. Academically, the branch campus is structured into three Schools: Engineering Computing, and Science, Business & Design and School of Language & Foundation.

School of Engineering, Computing & Science at the Sarawak Campus:

The School of Engineering, Computing & Science is developing rapidly as it strives to expand engineering education in the branch campus to help cater for the manpower needs of the State of Sarawak. The School currently offers six undergraduate engineering programs which can be completed entirely in Malaysia as well as a number for which the latter part must currently be completed in Australia. Programs offered entirely within Malaysia include: Electronics and Computer Systems Engineering, Robotics and Mechatronics Engineering, Electrical and Electronic Engineering, Mechanical Engineering, Civil Engineering and Telecommunication & Network Engineering. The first two of these have been offered for four years and the remainder have been commenced recently. Further expansion of undergraduate programs is also planned as new facilities become available on the Kuching campus site.

The Sarawak Campus also offers PhD and Masters (by research) programs.

Supervision Reporting Relationships:

<u>This</u> positions' supervisor/manager	Head of School and Civil Engineering program panel's Chairperson
Other positions reporting to <u>this</u> position	none

SECTION B: Key Responsibility Areas

The Key Responsibility Areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	Laboratory Support	<ul style="list-style-type: none">- Preparation of material and equipment for laboratory session.- Assisting the lecturers during laboratory session or in their R&D work.- Ensuring that the laboratory is clean, tidy and well-organized.
2.	Laboratory Supervision	<ul style="list-style-type: none">- Supervision of student using the laboratory during formal / informal sessions.- Ensuring that all rules and regulations of the laboratory are adhered too.- Report any incidents at the laboratory to the head of school.
3.	Maintaining Record	<ul style="list-style-type: none">- Maintaining a good record of equipments / tools movement.- Maintaining a record of laboratory resources, and initiate purchasing to replenish them if necessary.
4.	Maintaining Equipment	<ul style="list-style-type: none">- Keeping track of equipment's health.- Rectify faulty equipment if possible.- Ensure all equipments are properly maintained and calibrated.
5.	Health & Safety	<ul style="list-style-type: none">- Ensuring a safe working environment within the laboratory.
6.	Others	<ul style="list-style-type: none">- Any other responsibilities as instructed by the Head of School.

SECTION C: Key Selection Criteria

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	Minimum a diploma in field related to civil engineering.	Essential
2.	Previous work experience and skills gained.	Essential
3.	Familiar with IT.	Essential
4.	Knowledge of civil engineering software.	Preferable
5.	Knowledge of first aid and safety.	Preferable

Experience / Knowledge / Attributes: Required by the incumbent to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	Familiar with the preparation, testing and reporting of soil, concrete and pavement materials	Essential
2.	Good interpersonal skill, able to prioritise workloads and complete tasks within the assigned time period.	Essential
3.	Creativity and able to contribute ideas proactively.	Essential
2.	Familiar with any automated data acquisition system	Highly Desirable

Occupational Health and Safety:

Comply with occupational health and safety policies as developed by Swinburne University of Technology in accordance with current legislation

Swinburne Attributes:

Our attributes inform the selection process; however, a written response to the attributes is not required. The attributes are:

Building Organisational Capability	Demonstrates Personal Integrity	Manages Change Effectively
Builds Relationships	Drives Service Excellence	Provides Educational Leadership
Creates a Learning Environment	Exhibits Entrepreneurial Skills	Sets Direction

For information refer to the following weblink: [Swinburne Attributes](http://www.swin.edu.au/corporate/hr/attributes/)
(<http://www.swin.edu.au/corporate/hr/attributes/>).

Further Information:

Further information is available from Andrea Sim, Manager, Human Resource at telephone 416353 ext. 8756, fax 423594, email asim@swinburne.edu.my

Applications:

Applications should include with their application a detailed CV summarising qualifications, experience and other matters considered relevant to the application.

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.