

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Laboratory Officer (Engineering)
Position Grade	E1-T - Officer
Category	Executive
Campus / Faculty	Sarawak Campus – Faculty of Engineering, Computing and Science (FECS)
Term of Appointment	Full-time Appointment
Effective Date	May 2024

Position Purpose

This position is responsible for providing laboratory support for teaching and research activities in the laboratories of the Faculty of Engineering, Computing and Science, as well as to carry out the administrative and operational requirements of running the Faculty's laboratories.

Participation on Committees

The position will be required to participate on relevant committees as is needed for the efficient performance of duties and as directed by the Laboratory Manager; or Dean, FECS; or by authorised personnel.

Supervision Reporting Relationships

<u>This position's supervisor / manager</u>	Laboratory Executive, FECS, or any other person as assigned by authorised personnel
<u>Other positions reporting to this position</u>	Laboratory Technician(s)

Location

This position is located at the Swinburne University of Technology Sarawak Campus.

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"> • Prepare materials and equipment for laboratory sessions, research activities and events. • Assist academic staff as necessary, during laboratory sessions, research activities and events. • Ensure the availability of laboratory resources and materials and replenish as necessary. • Ensure that the laboratory is clean, tidy and well-organised. • Provide IT support and maintenance to FECS laboratories.
2.	LABORATORY SUPERVISION	<ul style="list-style-type: none"> • Supervise students using the laboratory during formal and informal sessions. • Ensure that all rules and regulations of the laboratory are adhered to. • Report any incidents at the laboratory to the Laboratory Manager.
3.	MAINTAINING EQUIPMENT	<ul style="list-style-type: none"> • Ensure all equipment in the assigned laboratories are in good operating condition and available for teaching; and initiate repair as necessary. • Ensure all equipment maintenance and/or calibration are performed on time and as per requirement.
4.	MAINTAINING RECORDS	<ul style="list-style-type: none"> • Maintain good and up-to-date records of laboratory equipment, tools and supplies; including laboratory safety documents and other operating and administrative records.
5.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> • Execute OHS requirements in respective work areas; • Maintain cleanliness, good housekeeping and overall safe work environment; and • Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
6.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times.
7.	OTHER DUTIES	<ul style="list-style-type: none"> • Any other duties as required by the Laboratory Manager; or Dean, FECS; or by authorised personnel. • Undertake Faculty-wide and/or University-wide responsibilities as and when needed.

SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the 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.	a) A Bachelor's degree in Engineering from a recognised institution, or a Bachelor Degree's with subsequent relevant experience; or b) A Diploma in Engineering from a recognised institution with a minimum of three (3) years working experience. Fresh Bachelor degree holders in relevant discipline can be considered.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the position's key responsibilities.		Essential/ Highly Desirable / Preferable
1.	Knowledge on setting up of laboratory equipment / apparatus / software for teaching sessions and research; or able set up from experiment descriptions / lab manuals.	Essential
2.	Good planning skills to ensure availability and timely deployment of laboratory resources (equipment, consumables).	Essential
3.	Good interpersonal and communication skills and ability to work independently as well as collaboratively in a team.	Essential
4.	Good time management skills and ability to schedule and prioritise work and to honour deadlines.	Essential
5.	Knowledge in basic Microsoft applications (Word, Excel, Powerpoint and Teams).	Highly desirable
6.	Good organisation and housekeeping skills, systematic and detail-oriented.	Highly desirable
7.	Hands-on operation, basic troubleshooting and maintenance of common laboratory equipment, including computing systems hardware and components.	Preferable
8.	Knowledge of laboratory safety; occupational safety & health (OSH) and emergency response.	Preferable