



Position Description

Position Title: Technical Officer	Classification: Bond Level 3
Faculty/School/Office: Faculty of Society & Design	Date Position Classified/Updated: January 2024

Purpose of the Position:

The Faculty of Society & Design (FSD) fabrication facilities consist of the wood machining workshop, clean technology spaces and dedicated robotics lab. Together they provide students access to dedicated space and specialised equipment to enable them to develop robust skills within their chosen discipline.

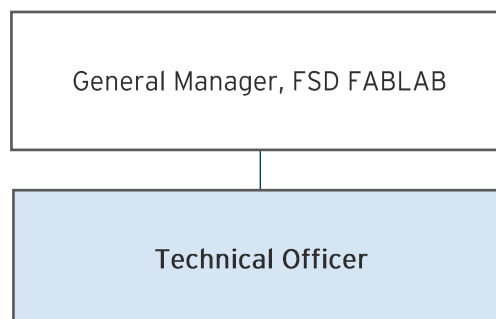
The Technical Officer position reports directly to the General Manager, FSD FABLAB, with day-to-day oversight from the operations Manager, FSD FABLAB, forming part of a team operating within the Faculty of Society and Design, providing specialist support to staff and students.

The Technical Officer will work throughout the facility and perform tasks such as workshop and machine maintenance, student training and supervision, wood machining, prototype assembly work, architectural model making, and supporting students and academic staff in all forms of fabrication. The role has a strong focus on digital fabrication and the development of our Robotics and 3D printing programs.

The position will also assist the General Manager and Operations Manager with the coordination of projects and administrative tasks.

Reporting Relationship:

This position reports to the General Manager, FSD FABLAB:



Selection Criteria:

- Suitable technical qualifications at Certificate IV level or equivalent industry experience.
- Demonstrated experience operating and maintaining a wood machinery workshop including traditional woodworking equipment, alongside CNC routers and Laser Cutters.
- A strong working knowledge of CAD & CAM software, e.g., Rhinoceros, Revit, SprutCAM, Cura and Simplify3D.
- Ability to support and develop 3D printing programs and Robotics.
- Strong skills in architectural model making and other timber-based fabrication.
- Knowledge and understanding of EEO and Workplace Health and Safety principles and practices.
- Demonstrated ability to operate effectively as a team member.
- Excellent written and verbal communication skills, demonstrated by the ability to liaise, consult, and present to diverse range of clients and stakeholders.
- Customer service focus.

Desirable Criteria:

- Demonstrated commitment to sustainability and good recycling practices.
- Experience with metalworking and electronics.
- Experience in a teaching and/or collaborative environment.

Competency	Responsibility
Student Training and Support	In consultation with the General Manager, FSD FABLAB, provide training, supervision, and support to students with the following: • Conventional woodworking machinery. • Power tools, hand tools and air tools. • Adhesives, fixings, and assembly processes. • File preparation/checking for CNC routing operations. • Industrial Robot Arms. • 3D printers, including SLS/SLA/FDM. • Laser cutting, FIBRE/CO2/Rotary. • CNC Wire bender. • Vacuum Thermoforming Machine. • CAD and CAM software use. • Information about material use and general information about design and fabrication processes.
Fabrication Laboratory Support	Operate machinery effectively to: • Produce architectural site models on the CNC router. • Dimension timber in preparation for classes. • Prototype and develop components for jigs and mounting plates for robots. • Fabricate objects from a range of materials to increase organisation and efficiency with the workshop and Labs. • Design and 3D print components. • Design and produce signage and other laser cut parts.

	Maintain a safe, organised, and clean workshop environment by: • Carrying out routine maintenance and inspections of all workshop machinery, tools, and equipment. • Use the maintenance tagging and lock out system. • Regular organising and tidying of workshop and lab spaces. • Ensure students clean and tidy after themselves. • Stock management and sale of materials to students. • Promote a culture of sustainability. • Monitor students sign out of equipment and conduct regular inventory checks. • General administrative tasks as required.
Continuous Improvement	• Identify ways to improve current work processes to establish more streamlined practices and improved customer outcomes.
Working Relationships	• Establish and maintain productive working relationships with customers and staff at all levels of the organisation.
Understanding of Quality Assurance	• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	• Staff will encounter other staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness, and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.