

POSITION DESCRIPTION

Technical Officer – Civil Engineering

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Waikato School of Engineering is one if not the only unified School of Engineering in New Zealand that offers comprehensive suite of BE (Hons) degree programs in chemical & biological engineering, civil engineering, electrical and electronic engineering, environmental engineering, materials & process engineering, mechatronics and mechanical engineering. Our emphasis is on problem solving through design that addresses societal, environmental and business needs by the clever application of applied science and mathematics. This approach culminates in an annual Engineering Design Show each October. This culture of solving real world problems has attracted approximately 750 fulltime students enrol on undergraduate and postgraduate degree courses taught by 38 high committed academic staff, 16 technical support staff and 4 administrative staff.

The emphasis on solving real world problems has created four strategic engineering research groups that has attracted approximately \$60 Million of external funding primarily from industry and MBIE. The four strategic areas are: energy systems, robotics and sensors, urban resilience, advanced materials in the form of biopolymers and metal alloys.

Furthermore, by being part of the Division of Health, Engineering, Computing and Science (HECS), our research capabilities are strengthened by collaboration with colleagues in Schools of Science, Computer and Mathematical Sciences and Health in areas of data science, artificial intelligence, machine learning, environmental science, climate science, water resources, earth science and coastal engineering.

2. POSITION PURPOSE

To provide high quality technical support for teaching and research in the School of Engineering (SoE).

3. ACCOUNTABILITY

The Technical Officer is responsible to the Technical Manager - Engineering

4. FUNCTIONAL RELATIONSHIPS:

Internal: Dean of School of Engineering
Technical Manager
Academic staff/ Programme leaders
Technical staff
Postgraduate/graduate students
Undergraduate students
Services staff
Administrative staff

External: Contractors and Suppliers
External clients

5. KEY TASKS

Having regard to the aims, objectives and long-term strategic goals of the School/Division and the University, the primary objectives required of a Technical Officer include the following:

- Contribute to the organisation and running of field trips and laboratory programmes for the School.
- Provide a high level of technical support for student and staff research projects including; supervision, training and support in the field.
- Prepare and maintain apparatus and materials for teaching and research.
- Train staff and students on specialised equipment and techniques where applicable.
- Manage laboratory/field environments as applicable.
- Ensure that Health and Safety awareness and responsibilities are continually managed and improved.
- Compile hazard registers and SOP's for relevant equipment and procedures.
- Participate in and help plan School and University promotional activities.
- Participate in maintaining a safe and healthy work environment for self and others including students.
- Comply with and undertake responsibilities set out in the Division and University's Health and Safety Policies.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have annual objectives, development and reflection (ODR) meetings with their manager. New staff normally attend such a meeting approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Technical Officer will be performing satisfactorily when:

- An effective and efficient technical support service is provided within the team.
- Technical Manager is supported as required.
- Technical staff time and skills are utilised efficiently, and all work is carried out correctly and on time.
- Laboratory teaching programmes run smoothly and achieve high quality results.
- Timely and accurate advice, and assistance is received.
- All equipment and materials are maintained to high operational and safety standards and is available for use when required.
- Equipment and techniques are utilised correctly, safely, and uniformly by other users.
- SOP's completed to University and Division requirements.
- The School of Engineering, Division and the University is promoted.
- Safe and healthy work practices are followed and comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Relevant qualification and/or suitable industry experience.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Excellent interpersonal skills and communication, be a fast learner, work in a team and support undergraduate and post graduate students and industry projects, being someone who prides themselves on providing quick and efficient service.
- Strong organisational and inventory management skills.
- Knowledge of the mechanical properties of soils and their testing.
- Familiarity with relevant computer software packages such as Slide 2 & ArcGIS.
- Knowledge of health and safety requirements.
- Commitment to health and safety obligations and laboratory maintenance.
- Skills in trouble shooting and problem solving.
- Full New Zealand driver's licence.

Preferred

- Industry experience in the geotechnical space
- Basic engineering workshop skills.
- Experience in general laboratory practice involving teaching and research.
- Understanding of chemical handling & storage
- Field / workplace first aid certificate.
- 4WD experience/certificate

PERSONAL QUALITIES

- Ability to work with a diverse group of people and to work as part of a team.
- Attention to detail.
- Mechanical aptitude
- Ability to work to deadlines and a high level of independence.
- Willingness to learn and develop technical skills as directed.
- Reliable, conscientious, adaptable and a positive attitude.
- Excellent oral and written communication skills.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.