



POSITION DESCRIPTION

Job Title:	Facility Assistant
Type of Employment:	Full time, fixed term 2 year appointment. Position may be extended subject to continuation of funds.
Remuneration:	A salary package consisting of: Wage at commencement up to \$61,718 Employer superannuation of 9.5% Annual Leave Loading of 17.5%
Applications Close:	9.00am, 7th March 2016
Further Information:	Mr Paul Hallam – (02) 9435 4600

BACKGROUND

The Sydney Institute of Marine Science is a collaborative research and training institute bringing together the scientists from six NSW universities plus state and federal marine and environmental agencies. This collaborative venture is based at the former defence depot at Chowder Bay adjacent to Clifton Gardens and enables marine scientists and students in Sydney and NSW to investigate links between nearshore marine environments, urban harbours, fisheries, ocean processes and marine biodiversity.

SIMS is looking for an energetic and capable Facility Assistant to assist with the operations and maintenance of SIMS field equipment, including vehicles and vessels. The Facility Assistant would also assist with the day to day running of the research facilities, which includes general use, controlled environment and PC2 laboratories and research aquarium.

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the Facility Assistant is to assist with the day to day maintenance and running of SIMS vessels and field equipment and assist with the maintenance of SIMS research facilities and associated systems.

Key Responsibilities

1. Undertake the day to day maintenance, upkeep and user support of SIMS vessels and vehicles, including:
 - Ensuring vessels are available for use when booked
 - Maintain safety equipment
 - Maintenance issues are promptly identified
2. Assist senior technical staff with the day to day operations of the SIMS research aquarium facility and of both PC1 and PC2 research laboratories as required;
3. Assist with the maintenance other SIMS field equipment as required;
4. Promote, support and implement SIMS policies and guidelines as required;
5. Assist in other areas of SIMS operations as directed.

Reporting Relationship

The Facility Manager is responsible for the day to day supervision of the Facility Assistant. The Facility Assistant will also be required to liaise with Boating & Diving Supervisors and/or the Boating and Diving Manager.

SELECTION CRITERIA

Qualifications and Experience

Essential

- A relevant trade; or an equivalent combination of relevant experience and/or education/training;
- Previous experience in the upkeep and operations of small vessels (up to 7.5 m), including launching and retrieving of trailer boats;
- A current C Class Drivers Licence with proven experience in operating manual vehicles;
- A current NSW General Boat Licence, or equivalent, and documented evidence of sea time (recreational and/ or commercial);

Desirable

- Experience in an aquatic research laboratory technical field;
- Current Workcover approved First Aid certification;
- Current Workcover approved Oxygen Administrator certification;
- A AMSA Coxswain certificate.
- ADAS Restricted Part 1 (Scientific Diver) certification or equivalent;
- Current AS2299 Occupational Dive Medical Certificate.

Knowledge and Skills

Essential

- A technical aptitude including proven problem solving skills;
- High level of organisational skills including the ability to operate independently while prioritising demands and meeting deadlines;
- Excellent interpersonal skills and demonstrated ability to work flexibly in a small team environment;
- Demonstrated written and verbal communication skills with the ability to liaise effectively with the academic science community, suppliers and professional bodies;
- Computer competency across a range of applications including Microsoft Office and skills in utilising both email and the internet;
- An understanding of WHS principles.

Desirable

- An understanding of university workplace health and safety policies with regards to laboratory use and management;
- An understanding of AMSA and NSW Maritime commercial boating regulations and requirements;
- A keen interest in marine science.

Personal Qualities

- Ability to work with a diverse range of people and as part of a small team;
- Ability to maintain confidentiality and exercise discretion.

APPLICATION

Applications must consist of the following:

- **Covering Letter**, The covering letter should include your contact address and telephone number. This is an opportunity in not more than one page to introduce yourself and outline the key reasons why you should be considered for the role.
- **Curriculum Vitae or Resume**, This is a history of your relevant employment and experience that covers the following areas:
 - i. Educational qualifications that detail the full title of the qualification, year attained and title of the institution attended.
 - ii. Employment history in chronological order, starting with the most current position and specifying dates of employment, title of position, name of employer, main duties or accountabilities and achievements.
 - iii. The names and contact details (preferably phone & email) of three referees, including if possible a senior person (preferably your supervisor) closely associated with your current position.
- **Address of the Selection Criteria**, Statements that demonstrate how you meet each of the selection criteria will greatly assist the Selection Committee to determine whether you have the relevant qualifications, experience, knowledge/skills and personal qualities.

Applications are to be sent to:

Chief Operating Officer
Sydney Institute of Marine Science
Building 19
Chowder Bay Road
Mosman NSW 2088

Or email: paul.hallam@sims.org.au

Please note:

- Applications may be submitted by either email (preferred) or hardcopy.
- Electronic applications are to be clearly labelled and, if possible, bound in a single PDF document with your name and the application ID.
- Do not send hardcopy applications that are bound or enclosed in plastic or manila folders
- Staple hardcopy application at the top left hand corner
- Retain a copy for your reference, applications will not be returned to the applicant

Selection Process

A Selection Committee will consider all applications and shortlist candidates for interview who appear to meet the selection criteria at the highest levels. They will be invited to attend an interview and the remaining unsuccessful applicants will be notified accordingly.