

### Duties of the Role

#### TECHNICAL ASSISTANT- ROLES AND RESPONSIBILITIES

The Technical Assistant is a key support position for the professional staff across Biosis. The Technical Assistant reports to the Services Manager. Duties include assisting staff with bookings, purchasing, maintenance and organisation of field work, courses, work, vehicles, facilities and equipment. The Technical Assistant assists in all offices within the state with general administration duties.

#### Key Responsibility Areas

Key Responsibilities of the Technical Assistant will comprise:

##### *Performance*

1. Experienced in the key competencies required to support the office
2. Undertakes on the job training in equipment and work procedure
3. Understands and applies established and clearly defined clerical or operating procedures;
  - 3.1. Responsible for the upkeep, maintenance and cleanliness of the vehicles and garage
  - 3.2. Manage the purchase, maintenance and register of field equipment and storage area
  - 3.3. Support First Aid requirements
  - 3.4. Manage Biosis Library System
4. Understands how the organisation is structured and who does what
5. Resolves problems within established work procedures and systems
6. Receives regular direction from others
7. Seeks support from others occasionally
8. Contributes ideas and suggestions for change

##### *People*

1. Capable of communicating and working with others
2. Clarifies instruction from others
3. Receives specific requests and direction from others without being closely supervised
4. Relates to others within the organisation
5. Receives feedback on their work from supervision

##### *Customer*

1. Supports consultants and other staff;
  - 1.1. Assist with field survey preparation, organization and data entry
2. Manages contact with consultants and other staff by themselves

### Duty Statement

1. Supports consultants and other staff;
  - 1.1. Book training courses as required
  - 1.2. Organise field equipment and vehicles for field surveys;
    - 1.2.1. Hire car and accommodation bookings
    - 1.2.2. Downloading photos
    - 1.2.3. Process field data records
    - 1.2.4. Assist consultants in accounting for field costs
  - 1.3. Assist with staff inductions including allocation of personal field equipment and corporate apparel
2. Responsible for the organisation, upkeep, maintenance and cleanliness of the vehicles and garage, including;
  - 2.1. Put the bins out for weekly collection
  - 2.2. Take vehicles to be serviced regularly. Wash and maintain the vehicles regularly
3. Manage the organisation, purchase, maintenance and register of field equipment and storage area
  - 3.1. Maintain equipment (asset) register including input of data
  - 3.2. Monitor and maintain the upkeep, cleanliness and repairs of equipment and garage area (storage)
  - 3.3. Monitor and track down outstanding equipment
  - 3.4. Purchasing;
    - 3.4.1. Maps / Biomaps
    - 3.4.2. Field Equipment
    - 3.4.3. Office purchases
    - 3.4.4. Staff amenities
    - 3.4.5. Corporate Apparel
4. Support First Aid and WHS requirements;
  - 4.1. Monitor and schedule vaccination bookings
  - 4.2. Monitor and schedule First Aid Course bookings
  - 4.3. Monitor and manage First Aid Kits and supplies
  - 4.4. Monitor and schedule WHS training
5. Manage Biosis Library System (including General Library, Journal Library, Internal Library);
  - 5.1. Data entry
  - 5.2. Data checking
  - 5.3. Filing

- 5.4. Purchasing
- 5.5. Photocopying
- 5.6. Structure / organisation
- 5.7. Manage journal subscriptions
- 6. Assist with other duties and responsibilities as required;
  - 6.1. Reception duties and answering phones
  - 6.2. Taking Minutes at the Melbourne Office Monday Morning Meeting
  - 6.3. General Office Maintenance (e.g. moving desks, changing light bulbs etc.)
  - 6.4. Photocopying
  - 6.5. Faxing
  - 6.6. Prepare / bind / print reports
  - 6.7. Organise couriers, printers and caterers
  - 6.8. Banking, mail, shopping, collections and deliveries
  - 6.9. Entering timesheets for Casual staff
  - 6.10. Assist accounts department to reconcile purchases
- 7. Other Duties as required