

Stefan Nicholson (Hobart Tasmania)

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Current CV as at October 2025

(Australian Citizen and UK National)

Education

Master of Arts – Swinburne University of Technology – Writing/Communication (2007 – 2009)

Diploma Journalism (1995)

Diploma Occupational Health & Safety (2010)

Diploma Electronics (1982)

Diploma Computing & EDP (1987) – BASIC, ALGOL, SQL

Diploma TEFL (Teaching English as a Foreign Language - 2024)

Psychology Certificate Course (Oxford University - 2024)

Artificial Intelligence Certificate Course (Oxford University - 2025)

Certificate IV Training & Assessment (1997 – 1998)

Autism and Dyslexia Certificate Courses – Supporting Children (2024)

Certificate Risk Management & Business Continuity (2001)

Certificate Radiation Safety (1995 – 1996)

Certificate Allen Bradley PLC Solutions (2020)

Professional Associations

Fellow Institute Scientific & Technical Communicators (UK)

Fellow Australian Institute of Management

Member Australian Society of Technical Communicators

Member Australian Society of Authors

Member ASfAR (Australian Society for Autism Research)

* Working with Vulnerable People Card * National Police Checked * Radio Call Sign: VK7JET

* Electrical Workers Licence (R) to 440 VAC

Transport Licences: Car – Motorbike – 4WD - Heavy Rigid (Truck, Bus) – Motor Boat >10m (Tas)

Personal Publications

Introverted Moments (poetry 2024)	Symbolic Art Notation Language – Language book (2024)
Peripheral Lives (2009)	Twelve Selected Short Stories (May 2024)
Jemma - Short Stories (2015)	Circle in a Spiral (novel 2017)
Comedy Skits for Novices (2018)	Spy within a Ruby (novel April 2018)
Diamond for a Ruby (novel July 2018)	Ruby's Covert Mission (novel 2019)
Frames of Poetry (May 2024)	Unexpected Unintended (novel May 2021)

Professional Experience (Technical Writing Positions)

Contract Technical Writer (July 2025 to November) – finished contract

Bluestone Tin JV – ZEEHAN TAS (via HCi)

Safe Work Instructions for Mine Site (Underground Tin Mining and Processing)

Time off for more Studies (to enhance teaching/training/tuition) (January 2024 to April 2025) in (Psychology, TEFL, AI, Learning Difficulties) whilst writing up local tenders for Tasmanian companies

Contract Technical Writer (May 2022 to December 2023)

Jayben Pty Ltd – BURNIE TAS / Boeing (Insitu-Pacific / DoD)

Systems Manual and Work Instructions for Boeing Drone Recovery and Launcher Systems. Working from home via TEAMS, dedicated email and SharePoint, to complete documentation for the defence project. Occasional site visits.

Contract Technical Writer (August 2021 to present)

Document Management Tasmania (DMTas Pty Ltd)-HOBART - Range of high-level Technical Writing Services (in-confidence), including TENDERS.

Contract Technical Writer (September 2019 to August 2021)

Jayben Pty Ltd – BURNIE TAS

Systems Manual and Work Instructions for S60 Robotics/AI Heavy Duty Terrain Vehicle. Includes electronics; electrical system; CAN bus Comms; Hydraulics; Drive Train Mechanics; AI/Automation Control System.

Contract Technical Writer (August 2018 to June 2019)

Oil Search Services (via Airswift) - Ad Hoc technical documentation and maintenance manuals and as required. Various work, covering PNG.

Contract Technical Writer (October 2016 to February 2017)

Incitec Pivot Group - Working at 5 sites in the North of Tasmania to update work instructions at multiple sites. I also developed an analytical/calculation spread-sheet for safe vehicle loading.

Senior Technical Writer (March-June 2015)

Richmond Fellowship Tasmania Inc. (HOBART TAS) - Researching and writing up the functional specifications for the implementation of a Management Information System for their Mental Health Care Services.

Senior Technical Writer/Document Manager (**won by tender as the sole contractor**)

Worsley Operations Manuals at BHP Billiton (June 2010 to Present – completed March 2014)

BHP-Billiton Worsley Alumina - **27 Operation Manuals (by myself and one illustrator)** for all Facility Processes (\$4 billion expansion project) including the new Co-gen Power Station and new Marradong Bauxite Mine

Documenting E&G Expansion and Changes, combined with re-formatting all existing operations to produce working documents for training. Mechanical, Electrical, Chemical, Process Control, Logistics, Safety

Senior Technical Writer

Ma'Aden (Saudi) Alumina Refinery (March 2012 to February 2013) - Operator and Maintenance Manual for proposed Alumina Refinery and Smelter.

Senior Technical Writer / Editor / Principal Advisor/Safety Advisor

Sustainability Pty Ltd (December 2009 - June 2010) - Health & Safety Advisor to **John Holland Group** (construction) - on the **BHP-Billiton's Worsley Alumina** \$2 billion Expansion Project. Technical Writing - **BHP-Billiton Newman** Maintenance Work Instructions and Job Hazard Analyses & Assessments. **Rio Tinto Pilbara Iron** Locomotive Purchasing & Rail Capacity Expansion Feasibility Study. **Macmahon Critical Task Analysis** - Newman iron ore mine sites. Personnel project statements, resumes and capabilities.

Technical Writer / Process Mapping

ARG - a QR Company (July 2009 – August 2009) - Mechanical maintenance procedures for railway rolling stock in Western Australia.

Senior Technical Writer / Editor

Integranet Technology Group (September 2009 - December 2009) - Client was City of Stirling WA - ITIL Operations Documentation Suite.

Senior Technical Writer

BHP Billiton (June 2009 - September 2009) - EOHS procedures for processes and equipment at the Ravensthorpe Nickel mine site (via SSI).

Senior Technical Writer at Calibre Controls (March 2009 - June 2009)

Start-up for Brockman 4 Rio Tinto expansion project.

Senior Technical Writer

Centre for Water Research – University of WA (2008 – 2009) - GUI User Manual for Remote environmental Sensors & Integration with Mathematical, Environmental and Biological Modelling Software.

Senior Technical Writer

Castech Solutions (August 2008 – December 2009) - Business systems technical writing and flowcharting procedures.

Contract Technical/Industrial Technical Journalist

West Australian Newspapers (October 2008 – December 2008)

Part of advertising feature team - produced a 24 page “oil and gas” technical & financial supplement for the West Australian Newspaper. Researched and wrote up 5 articles from corporate level sources.

Senior Technical Writer / Editor

Western Power (November 2007 – January 2008) - Emergency Response and Business Continuity Manuals and Procedures.

Senior Technical Writer

Fremantle Ports (October 2007 – February 2008) and (March 2012 to February 2013) - Outer Harbours - Electrical Isolations Procedures and Manuals - by equipment and area.

Senior Technical Writer

Rio Tinto Iron Ore (February 2006 – October 2008) - Worked on Dampier Port Upgrade, Hope Downs Project and Brockman 4 Project.

Senior Technical Writer

BHP Billiton Iron Ore (2000 – 2001) – Electrical work Instructions and Procedures - Port Hedland BHP-DRI Iron Ore Project, Ravensthorpe Nickel Project.

Team Technical Writer / Editor

Alcan Gove N.T. Alumina Refinery (February 2006 – February 2007) - FIFO contract to produce User Manuals and Procedures to suit brownfields and AUS\$2billion expansion project at Alcan Gove in Nhulunbuy, Northern Territory.

Senior Technical Writer / Editor

ERG Transit Systems (December 1996 – March 1998) - Worked on transit systems and smart card projects globally: Denmark, Sri Jaya, Hong Kong, Canada, London, Surrey, Melbourne and Sydney. User manuals, user guides, technical and software manuals, and multimedia.

Other Professional Experience

State Manager (WA/NT/)

ENVIROEQUIP HSEQ Systems (December 2004 – March 2005) - Sales, Service, Rentals and Management of company for WA/NT. Training and Account Management nurturing of clients in Environmental and Health & Safety. Built sales from scratch to \$1 million in 12 months.

State Manager (WA/NT then QLD)

ENVIRORENT – HSEQ Systems now Ecotech (May 2002 – August 2004) - Sales, Service, Rentals and Management of company for WA/NT and later QLD. Training and Account Management nurturing of clients in Environmental and Health & Safety.

Manager QA & EOHS

DOBBIES Foundry (March 2001 – May 2002) - Set up and managed QA, Risk Management and EOHS systems, policies and procedures for 80 employees. Inductions, audits, workers comp and management by "walking around" to capture risks and non-compliance in conjunction with my designed and implemented databases for management and reporting to the board. Acted on non-compliances and implemented change to plant and procedures to reduce risk and incidents. Also created their first website and database of products, plus managed the international shipping via my designed and implemented database.

Heritage FM – Radio Producer/Announcer/Researcher/Presenter

For two years, I had a live half hour show on "How does your business grow" with interviews, plus presenting the news, plus a 2 hour live show each Sunday – "Sunday Magazine" producing and presenting community events, local people and groups via interviews and live appearances. We also did some outdoor broadcasting at shows and major events.

Senior Recruitment and EOH&S Manager

PREMIUM PERSONNEL (March 1998 – February 2000)

All technical full-time positions and contractors. Doubled as OHS and I.T. Manager for agency. Major Account Clients included Alcoa, Nalco, BP, Western Mining and Tanami Gold etc. Filled in for managing admin temps.

Senior Service Engineer

HONEYWELL AUSTRALIA Process Solutions (February 1992 – December 1996) - 24/7 Electronics Service Engineer working on major accounts: Alcoa, BP Refinery, SCM Chemicals, Worsley Alumina, Fremantle Hospital, Royal Perth Hospital, National Mutual etc. Industrial process control and laboratory and medical equipment to component level. Printers, computers, networks, automation by PLCs etc.

Data Systems Service Engineer/Manager

PHILIPS Electronics (June 1987 – February 1992) - Managed Philips Data Systems for WA, working on major accounts for: ATMs, Banking Equipment and Software, and Philips laboratory and medical equipment to component level. Clients included ANZ Bank, Hong Kong Shanghai Bank, CUATM, Teachers Credit Society, National Mutual, Swan Brewery, Bradken, BHP mine sites.

Senior Service Engineer

LECO AUSTRALIA – State Sales Manager (WA/NT) and Electronics Service Engineer (LECO Carbon and Sulphur Analysis Equipment).

Service Engineer

APPLIED RESEARCH LABORATORIES (ARL) - Electronics Service Engineer on Optical Emission Spectrometers, X-Ray Fluorescent Spectrometers and X-Ray Diffraction Spectrometers.

Senior Service Engineer

DATA CRAFT - Electronics Service Engineer working on major accounts: WA Prisons, Perth Stock Exchange, Bond Corporation, Fremantle Ports etc. Networking Systems, printers, modems, computers, displays, to component level.

Senior Service Engineer

MONCRIEFF COMPUTERS - Electronics Service Engineer working on major WA accounts – printers, modems, multiplexors, computer systems.

Foundry / Metallurgy Laboratory Manager (Laboratory/Computing/Melting QA/OE Spectrometer servicing)

BRADKEN (1982 – 1987) - Company name changed several times: Johns Perry, Natcast, Boral and eventually Bradken. All facets of iron and steel production process (melting, metallurgy, analyses, computing, programming).

Contract Database Designer

RCR ENGINEERING Foundry (1987-1990) - I developed a suite of original databases with full documentation to run the entire foundry (melting, production and administration) over a 2-year developmental period.

Real Estate Training

NEAT Realty Company (1983-1984) Subiaco Western Australia - Training Courses (in-house) with limited time doing practical agent duties – listings, open house, rental inspections.

Contract Metallurgical Technician

WESTERN MINING Uranium Mining (1982 – 1982) - 6 months - Research Technician into Uranium/Copper/Gold extraction for proposed Olympic Dam Project and Yeelerie Project. AAS analysis and Computer Programming (Western Mining). Research pilot plant in lab for engineering upscaling.

Laboratory Analyst (Perth, WA)

SWAN BREWERY (1979 – 1982) - ALL chemical and biological analyses concerned with brewery processes, quality control, waste water treatment and research at the brewery.

Hydrology Researcher

HYDRO ELECTRIC COMMISSION Tasmania (1974 – 1979) - Field and office hydrology studies, research, and monitoring all around Tasmania but mainly Gordon River Project and all West Coast rivers. Office research projects to do with wind analysis, dam heights, river flow and projected flood analysis using statistical analysis. Bushwalking, 4WD, boating and helicopter travel to get to remote wilderness locations.

Technical Control Technician

AUSTRALIAN NEWSPRINT MILLS Tasmania (1972 – 1974) - Monitoring and Testing (physical and chemical) all facets of production from woodchips to pulp and finally, paper product.

Acting Industrial Chemist

AUSTRALIAN CARBIDE WORKS Tasmania (1971 – 1972) - Managing the company laboratory and industrial process for the manufacture of Calcium Carbide by arc-furnace technology during UTAS holidays whilst studying Science (2 years).

Own Businesses (Western Australia)

Raven Publishing Company Pty Ltd

Editing / Proofreading / Designing / Researching / Ghost Writing processes in the publishing of books

Tuition in Computer Programming and the Development and Marketing of Symbolic Art Notation.

Buffet 48 – Mobile Catering (1980s) in WA - My clients included Princess Margaret Hospital and Swan Brewery as well as many smaller private events in and around Perth.

Scrambler Technology (1985-2005) - Technical Computer Programming / Database Design and Development and Integration. Designed and implemented entire Foundry Database Management Systems (for RCR Engineering). Electronic servicing of complex scientific, laboratory and industrial equipment including OE Spectrometers.

EnviroSupport (1989 – present) - Technical Writing – Electronics Design – Database Systems – Music Composition – Publishing – Video – Multimedia.

Epic SoundTrax (1999 – 2001) – Piano, Keyboard and Workstation/Arranger tuition (Perth, WA)