Melbourne School of Health Sciences  
Faculty of Medicine, Dentistry and Health Sciences

Clinical Skills Lab Assistant

POSITION NO 0042542

CLASSIFICATION UoM 3

SALARY $60,008 - $66,256 p.a (pro rata)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part Time (0.8 FTE)

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS http://about.unimelb.edu.au/careers/working/benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Suzy Irons  
Email suzy.irons@unimelb.edu.au  

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers

Date Created: 21/03/2018
Position Summary

Working closely with the Simulation and Clinical Skills Lab Manager, the Clinical Skills Lab Assistant provides routine lab support tasks, for example maintaining hygiene and maintenance protocols, maintaining the stock inventory of consumables, and stock ordering.

The Clinical Skills Lab Assistant also provides back up administration support to the School. This position works in coordination and alignment with Faculty Services, Business Services and the School Manager of Health Sciences.

The successful applicant will be required to work on a 0.8 EFT time fraction over 4 days each week.

1. Key Responsibilities

- Prepare and maintain simulation and practical skills labs including the cleaning of beds and general hygiene control.
- Oversee equipment maintenance checks and compliance.
- Assemble and dismantle equipment in the School’s simulation and practical teaching rooms.
- Raise purchase orders for consumables.
- Manage simulation lab filming enquiries and bookings, ensuring receipt of all compliance documentation, payments etc.
- Provide reception cover to other sites of MSHS as requested by the supervisor
- Any other duties commensurate with the position as directed by the Supervisor.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

- Tertiary qualifications in a relevant discipline and or equivalent mix of education and relevant experience
- Excellent written and verbal communication skills in order to respond to internal and external enquiries.
- A high degree of proficiency in the Microsoft Office suite and University supported software, including in Outlook, Work, Excel, Visio, PowerPoint
- Demonstrated effective time management skills and the ability to work independently
- Demonstrated ability to interact positively and work co-operatively in a multi-disciplinary team environment and liaise with people from diverse backgrounds
- Ability to plan and organise efficiently, as well as manage competing priorities for the purpose of positive organisational outcomes.
- Demonstrate Faculty values by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as one team, connecting with people and building relationships in your workplace
2.2 **DESIRABLE**

- Experience working in a healthcare or tertiary setting
- Prior experience in a similar role

2.3 **SPECIAL REQUIREMENTS**

- Occasionally required to work out of hours assisting with functions, meetings, or Student related events such as Open Day etc.

### 3. Job Complexity, Skills, Knowledge

3.1 **LEVEL OF SUPERVISION / INDEPENDENCE**

This position works within a collegial team environment, but will require independence and initiative in order to carry out tasks for the betterment of the department. There will be autonomy required for delegated tasks and an understanding that all activities contribute to the support of the team.

3.2 **PROBLEM SOLVING AND JUDGEMENT**

The Clinical Skills Lab Assistant is expected to resolve problems using judgement, common sense and a broad interpretation of existing policies and to adapt or implement new procedures in accordance with School and University policy.

3.3 **PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The ability to gain and apply a clear understanding of the organisation and role of the School is required. The incumbent is expected to develop knowledge of the School and University’s policies and procedures that affect its activities.

3.4 **BREADTH OF THE POSITION**

The position supports the activities of the Melbourne School of Health Sciences and will interact with the broader Faculty of Medicine, Dentistry and Health Sciences, as well as University, external bodies, and students, as required.

The Clinical Skills Lab Assistant will need to interact effectively and appropriately with a variety of staff at all levels, both internal and external to the University, on many different issues.

### 4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification
and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:
http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 MELBOURNE SCHOOL OF HEALTH SCIENCES

http://www.healthsciences.unimelb.edu.au

Established in 2009, the Melbourne School of Heath Sciences is an inter-professional learning community at the forefront of leadership in health sciences education, research, scholarship, professional practice, workforce training and knowledge translation. Our collective focus is on improving health and well-being of people, locally and globally. Our diversity of disciplines and research expertise provides us with unique shared insights into health and wellbeing, impacting on both physical and mental health outcomes across people and their families. Our research has a strong focus on cross-cutting research themes including implementation science, health services research and clinical trial methodology resulting in the integration of findings into improved care of the communities that we serve as well as influencing health policy.

The School comprises the departments of Audiology and Speech Pathology, Nursing, Optometry and Vision Sciences, Physiotherapy and Social Work. It educates approximately 1800 equivalent full-time students and 120 Graduate Research students in each of these disciplines through accredited, and other, programs tailored to workforce needs nationally
and internationally. It provides national and international health sciences students with professional training designed to foster their leadership capabilities with a focus on developing workforce ready and research capable graduates.

It also delivers professional education courses and training for the health sciences professions and builds strong relationships with the alumni in each discipline. A key aim is to continue to build effective interdisciplinary collaborations with clinicians, patients, the healthcare sector, the research community, governments, industry partners and communities in Australia and internationally.

The School currently comprises approximately 85 academic staff and 20 continuing professional staff as well as more than 200 sessional and contract staff. In addition, there are more than 200 honorary appointments within Health Sciences.

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025
Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. http://about.unimelb.edu.au/strategy-and-leadership

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University’s global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy Research at Melbourne: Ensuring Excellence and Impact to 2025 aspires to a significant advancement in the excellence and impact of its research outputs. http://research.unimelb.edu.au/our-research/research-at-melbourne

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

- Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE
The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/governance