



Melbourne School of Health Sciences

Faculty of Medicine Dentistry and Health Sciences

Technical Skills Laboratory Officer

POSITION NO	0042542
CLASSIFICATION	UoM 4
SALARY	\$76,901 – \$81,615 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Ana Lara Email alara@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

Reporting directly to the Facilities Coordinator and working closely with School and Departmental academic and professional staff, the Technical Skills Laboratory Officer provides high quality support across Melbourne School of Health Sciences (MSHS) clinical simulation teaching programs. While the focus of the position will primarily support high quality delivery of Physiotherapy and Nursing teaching programs, it will also support other MSHS discipline teaching programs as required.

The position is responsible for routine lab support tasks, for example maintaining hygiene and maintenance protocols, maintaining the stock inventory of consumables, and stock ordering and delivery management, security access needs, internal space booking and external venue hire requests. The position also supports a range of activities to ensure the smooth running of student examination and assessment activities.

The Technical Skills Laboratory Officer also provides back up administration support to the School's corporate services functions and maybe required to work from multiple locations on the Parkville campus.

This position works in coordination and alignment with Faculty Services, Business Services and the Operations Manager and School Manager of Health Sciences.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes. We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity

1. Key Responsibilities

- Prepare and maintain simulation and practical skills labs including the cleaning of beds and general hygiene control
- Assembly, set up, and dismantling of teaching equipment and materials as per teaching schedule.
- Maintaining teaching materials and consumables stocks; organisation of equipment and materials in storage rooms.
- Ensure that the movement of supplies and equipment to and from ANMF laboratories is undertaken in a timely, efficient and effective manner.
- Provide technical advice to academic and teaching staff in the acquisition of teaching equipment and materials; liaise with suppliers for sourcing quotes, raise and manage equipment purchase orders.
- Oversee equipment maintenance checks and compliance; liaison with service technicians.
- Raise purchase orders for consumables and manage accounts payable processes to ensure invoices are paid in a timely manner.
- Oversee teaching laboratories sustainability by establishing materials recycling protocols.
- Management of laboratory access requests as well as internal space bookings and external venue hire requests.
- 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 5.

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, Word, 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 healthcare or a tertiary education setting.
- Prior experience in a similar role.

2.3 OTHER JOB RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.
- Occasionally required to work out of hours assisting with functions.
- This role requires regular lifting and moving of equipment.

3. *Job Complexity, Skills, Knowledge*

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position reports directly to the Facilities Coordinator and works within a collegial team environment but will require independence and initiative in order to carry out tasks for the betterment of the School. 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 Technical Skills Lab Officer 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 Technical Skills Laboratory Officer 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 Advancing Melbourne strategy that addresses 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 desire to strive for excellence and reach the targets of Advancing Melbourne.

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:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

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

www.healthsciences.unimelb.edu.au

Established in 2009, the Melbourne School of Health 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 2800+ graduate entry and post-graduate students in 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 200+ academic staff and 20+ continuing professional staff as well as more than 350 sessional and contract staff. In addition, there are more than 350 honorary appointments within the School.

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 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 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 <https://about.unimelb.edu.au/strategy/governance>