

## POSITION DESCRIPTION

<b>Position Title</b>	Scientific Officer		
<b>Organisational Unit</b>	Faculty of Health Sciences		
<b>Functional Unit</b>	Scientific Services		
<b>Nominated Supervisor</b>	Manager, Scientific Services		
<b>Higher Education Worker (HEW) Level</b>	HEW 5	<b>Campus/Location</b>	Canberra,
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	
<b>Employment Type</b>	Fractional; 0.6 FTE	<b>Date reviewed</b>	March 2018

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

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**Mission Statement:** *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au](http://www.acu.edu.au).

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

## ABOUT THE FACULTY OF HEALTH SCIENCES

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The Faculty of Health Sciences has courses in counselling, environmental science, exercise physiology, exercise science, mental health, midwifery, nursing, occupational therapy, paramedicine, physiotherapy, psychology, public health, social work and speech pathology.

Our vision is to provide caring and prepared graduates who promote health and prevent illness for Australia's health and sports industries, and provide quality healthcare for vulnerable communities such as the Indigenous, elderly and disabled.

The Faculty of Health Sciences is located across six campuses of ACU and is structured into six academic organisational units comprising:

- School of Allied Health
- School of Exercise Science
- School of Nursing, Midwifery and Paramedicine
- School of Physiotherapy
- School of Psychology
- School of Science

The Faculty's courses are developed within the Catholic intellectual tradition with the goal of preparing graduates in health with an emphasis on social justice and equity, and sustainability.

Further information about the Faculty can be found at:

[http://www.acu.edu.au/about\\_acu/faculties\\_institutes\\_and\\_centres](http://www.acu.edu.au/about_acu/faculties_institutes_and_centres)

## ABOUT PROFESSIONAL EXPERIENCE SERVICES

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Professional Experience Services is a specialist unit within the Faculty of Health Sciences. The unit is dedicated to ensuring that every student in the Faculty has access to appropriate, sustainable and high-quality professional practice placements. The unit also enables on-campus student learning experiences by supporting state-of-the-art scientific and simulation spaces.

Key areas of responsibility for Professional Experience Services include:

1. Providing tailored administrative services (such as managing every student's pre-clinical mandatory requirements through customised placement software) that support each School in the Faculty to achieve excellence in student placements;
2. Developing and maintaining high-level strategic partnerships with the Faculty's valued clinical partners, expressed through our Clinical Schools;
3. Overseeing the ACU Medical Centres, which offer high-quality, accessible GP services to ACU students, staff and the community in Brisbane and Melbourne;
4. Managing major funding schemes that support clinical placements; and
5. Supporting the Faculty's specialist learning environments through the technical and administrative expertise of our Scientific Services and Simulation Services divisions.

## POSITION PURPOSE

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The Scientific Officer provides support and assistance with the day-to-day operations of Scientific Services, ensuring all service provisions and expectations are met. This may require coordination of Technical Assistants.

In addition to preparing and re-setting of laboratories, it is expected the officer will at times be required to provide further advice on scientific activities or equipment to academic staff and students.

## POSITION RESPONSIBILITIES

### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

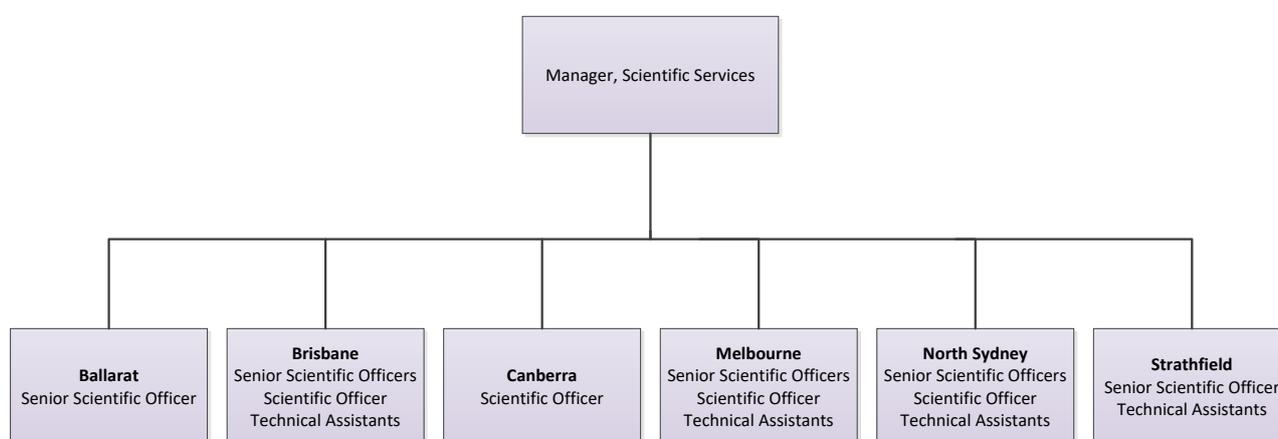
### Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Plan, prepare, set up and pack down the science laboratories for learning and teaching activities.	Know ACU Work Processes and Systems Deliver Stakeholder Centric Service		✓		
Assist with the coordination, organisation and preparation of resources required for learning and teaching activities within laboratories, such as testing experiment protocols and equipment.	Deliver Stakeholder Centric Service Collaborate Effectively		✓		
Provide technical advice and assistance for learning and teaching activities including the demonstration of use of equipment, troubleshooting and preparation of technical documents, such as user guides.	Collaborate Effectively Communicate with Impact Deliver Stakeholder Centric Service		✓		
Supervise and assist students when using the laboratory spaces for additional practice.	Deliver Stakeholder Centric Service		✓		
Under general direction of Senior Scientific Officers or Academic staff, assist in the conduct of major experiments and research programs	Deliver Stakeholder Centric Service Collaborate Effectively		✓		

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and/or in setting up advanced and complex equipment for a range of experiments and demonstrations.					
Routine maintenance and servicing of equipment/workspaces including repairs and modification of equipment, arranging electrical testing, calibration, recharging and cleaning. Updating software applications where required.	Deliver Stakeholder Centric Service  Know ACU Work Processes and Systems		✓		
Store and handle hazardous substances in accordance with University and legislative guidelines; including the maintenance of Safety Data Sheets.	Know ACU Work Processes and Systems		✓		
Maintain consumable and non-consumable stock within laboratories; which will include obtaining quotes and preparing orders for Manager's approval.	Know ACU Work Processes and Systems  Apply Commercial Acumen		✓		
Enter and maintain accurate data utilising a range of relevant software packages.	Know ACU Work Processes and Systems		✓		
Maintain current knowledge and ensure compliance with all relevant state and industry-based regulations and legislation and ACU policies and procedures. Escalate any concerns/queries to Manager/Campus Lead.	Know ACU Work Processes and Systems  Make Informed Decisions  Be Responsible and Accountable for Achieving Excellence		✓		
Conduct risk assessments in accordance with the University's WHS Risk Management Procedure and report outcomes to Manager/Campus Lead.	Know ACU Work Processes and Systems  Be Responsible and Accountable for Achieving Excellence		✓		
Participate in other Faculty (and University) activities such as orientation days, Government compliance days, expos, student tours, University	Communicate with Impact  Collaborate Effectively				✓

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Experience Days and community engagement.					

## REPORTING RELATIONSHIPS



For further information about structure of the University refer to the [organisation chart](#).

## SELECTION CRITERIA

### Qualifications, skills, knowledge and experience

1. Relevant tertiary qualification or equivalent combination of professional training and relevant work experience within a laboratory.
2. Previous experience in applying technical knowledge in a laboratory.
3. Knowledge and application of work, health and safety practices within a laboratory.
4. Demonstrated capacity to learn new skills / technologies and adapt to a changing workplace environment.
5. Demonstrated word processing, data entry and electronic communication skills.

### Core Competencies (as per the [Capability Development Framework](#))

6. Demonstrate ability to plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
7. Demonstrate willingness to take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.
8. Demonstrate commitment to keeping stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the [ACU Service Principles](#).

### Other attributes

9. Demonstrate commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.

