RMIT UNIVERSITY

Position Description – Technical Officer

Position Details

Position Title:	Technical Officer (Nursing)
Position Number:	50073123
College/Portfolio:	Science, Engineering and Health
School/Group:	Technical Services, College Office
Campus Location:	Based at the City campus, but may be required to work at other campuses of the University.
Classification:	HEW 5 *Salary Schedule:* http://www.rmit.edu.au/browse;ID=ewhtlt73t01
Employment Type:	Fixed term (to December 2020)
Time Fraction:	0.6

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation

We're proud to share with you:

- The launch of our second **Reconciliation Plan for Dhumbah Goorowa– a "commitment to share" - an important step in our reconciliation journey.**
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency in 2019.
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a **top five employer in 2018 for workplace accessibility** with the Australian Network on Disability.

RMIT Standings in University Rankings

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **238th globally in QS World University Rankings 2020** (moved up 12 places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

• In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

• In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.

• RMIT also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

For more information about RMIT, visit rmit.edu.au/about

College of Science, Engineering and Health

The College comprises four Schools delivering a broad range of programs in science, engineering, health and technology at apprenticeship, certificate, bachelor, masters and PhD levels. Many programs articulate between vocational and higher education, creating pathways for further study. There is a vibrant research community attracting funding from a range of government and industry sources. The College has an annual income of approximately $425 million and employs over 1,000 staff providing on and offshore programs to approximately 20,000 students.

RMIT University is an Athena SWAN member and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.

More information about the College may be found at: www.rmit.edu.au/seh

Position Summary

The appointee is expected to contribute to the core activities of the Biological Sciences (City) technical team in support of the Vocational Education nursing program on the City campus.

The position will be responsible for the preparation and set-up of material and equipment for clinical practice classes and will contribute to the maintenance and operation of instrumentation, laboratories, and supporting facilities. The appointee will be expected to provide technical expertise and support to staff and students.

Reporting Line

Reports to: Technical Manager - Biological Sciences (City)

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Ensure the timely planning, sourcing and preparation of material and teaching aids for clinical practice classes and demonstrations.
- Prepare equipment and instrumentation, including patient simulators and manikins, for student classes and maintain them in a useable and safe condition.
- Assist teaching staff with the operation and demonstration of patient simulators, manikins and other equipment and instrumentation used in clinical practice.
- Provide technical expertise, support and advice to staff and students.
- Maintain and update as needed practical class preparation notes, inventories, risk assessments, safe work instructions, standard operating procedures and equipment records/registers.
- Contribute to the safe operation of the Biological Sciences (City) laboratories and supporting facilities through good laboratory housekeeping practices, safe handling and storage of clinical material and with compliance to regulatory, University and College OHS policies and procedures.

Key Selection Criteria

1. Proven experience in a nursing teaching laboratory or relevant nursing experience
2. Demonstrated experience with high fidelity patient simulators and manikins.
3. Demonstrated commitment to providing a high standard of customer service and to work cooperatively and productively as a team member to achieve organisational objectives
4. Demonstrated familiarity with the legal requirements of a clinical teaching laboratory
5. Demonstrated interpersonal, communication and organisational skills and an ability to take responsibility and show initiative.
6. Proven ability to prioritise tasks to meet defined deadlines, to work autonomously and to manage complex tasks.

Qualifications

- Nursing experience as an RN or EN (Division 2) or equivalent experience in a nursing teaching laboratory.
- Current Working with Children check.

Endorsed:	Signature: Name: David Heathcote Title: Technical Manager – Biological Sciences (City) Date:	**Approved:**	Signature: Name: Title: Director Planning and Resources Date: