

Position Description

Technical Officer

Position No:	50019317
Department:	Office of Allied Health
School:	School of Allied Health, Human Services and Sport
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 4 (HEO4)
Employment Type:	Full-time
Position Supervisor:	Kim Holmes
Number:	50039903
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

School of Allied Health – <http://latrobe.edu.au/she>

For enquiries only contact:

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Position Context

The College of Science, Health and Engineering comprises 9 schools and 19 departments across La Trobe's multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trend and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

The School of Allied Health, Human Services and Sport comprises the Department of Occupational Therapy and Social Work and Social Policy; Department of Speech, Audiology and Orthoptics; Department of Physiotherapy, Podiatry, Prosthetics and Orthotics: and the Department of Dietetics, Human Nutrition and Sport.

This position currently reports to the Allied Health Clinics Manager, but this will change in 2022 when the new organisational structure is implemented and will operate within the Facilities and Technical Services Health Hub. This position will provide a broad range of technical; administration and facilities support services to assist staff and students within the health disciplines to achieve teaching and learning and research outcomes.

Duties at this level may include:

- Provide technical support to teaching laboratories and clinic treatment areas.
- Undertake sterilisation procedures within the on-site health clinics autoclave room to ensure continuous supply of sterilised packs of instruments and equipment for clinic operations and student learning in accordance with industry and Australian standards.
- Organise regular maintenance and calibration of autoclaves, instruments and equipment as required to adhere to Australian and recommended Industry standards.
- Provides factual advice which requires proficiency in the work area's rules and regulations, procedures requiring expertise in a specialist area or broad knowledge of a range of personnel and functions.
- May be recognised as a point of contact for a particular process, system, or procedure.
- Performs tasks/assignments which require proficiency in the work area's rules, regulations, processes
- Performs a variety of tasks which require a sound working knowledge of administrative procedures, using computer software.
- Assist in preparation and subsequent clean -up of equipment and consumable materials to facilitate students' practical work, teaching and research.
- Maintain store-room stock levels and arrange equipment repairs in response to breakdowns.
- Resolves issues/problems/queries independently and provides advice on routine matters to ensure efficient, day-to-day customer service is delivered.
- Assist with maintaining the teaching and research facilities as a clean, safe work environment in accordance with appropriate legislation and University guidelines.
- Contributes to and monitors service objectives and standards within own area of work to maximise service quality and efficiency.
- Maintains and improves operational efficiency and quality of service of own area through improvements in procedures and processes.

Key Selection Criteria

- Completion of a Diploma level qualification with relevant work -related experience; or completion of a Certificate IV with relevant work experience or an equivalent combination of relevant experience or on the job training.
- Knowledge, understanding or relevant work experience in sterilisation of reusable medical devices in health service using ASNZS 4187:2014 guidelines.
- Experience or understanding of Australian Infection Control standards for health practices.
- Ability to work independently without supervision.
- Effective written and verbal communication skills.
- Ability to organise own and other's activities to meet objectives.
- Ability to contribute to procedures and systems within the work area.
- A positive attitude to work.
- A positive approach to teamwork and willingness to undertake a broad range of activities across multiple disciplines
- Willingness to learn.

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills, and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation, and care.
- Ability to implement improvements to local processes.

Essential Compliance Requirements

To hold this La Trobe University, position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
- Willing to adhere to University Covid Vaccination requirements.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive, and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University, we strive to work in a way which is aligned to our four cultural qualities:

- **We are *Connected*:** We connect to the world outside — the students and communities we serve, both locally and globally.
- **We are *Innovative*:** We tackle the big issues of our time to transform the lives of our students and society.
- **We are *Accountable*:** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.

- **We Care:** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials:

Date: