**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Facilities and Clinical Officer</th>
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<tbody>
<tr>
<td>Organisation Unit:</td>
<td>School of Nursing, Midwifery and Social Work</td>
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<tr>
<td>Position Number:</td>
<td>NEW</td>
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<tr>
<td>Type of Employment:</td>
<td>Full time, fixed-term for one year</td>
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<tr>
<td>Classification:</td>
<td>Hew Level 5</td>
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</table>

**THE UNIVERSITY OF QUEENSLAND**

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniqquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes six schools and three research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)

Information about the Faculty may be accessed on the Faculty’s web site at [http://www.habs.uq.edu.au/](http://www.habs.uq.edu.au/)

**School of Nursing, Midwifery and Social Work**

The School of Nursing, Midwifery and Social Work established in 2015, is a new School that has been created as a result of the merging of the School of Nursing and Midwifery and the School of Social Work and Human Services. The School will be a leader in the study of nursing, midwifery, social work and human services, demonstrating excellence through innovative, creative, and dynamic teaching and research, in a vibrant, interdisciplinary, and engaging environment. The School is committed to conducting academic, research and community partnership programs that are recognised for their excellence in contributing to health and well-being in the community. The School is responsible for the Bachelor of Social Work, Bachelor of Human Services, Bachelor of Nursing, Bachelor of Midwifery, Bachelor of Nursing/Bachelor of Midwifery dual degree, Master of Nursing Studies, Master of Social Work Studies and the Master of Counselling. The School’s academic undergraduate and graduate-entry programs feature an innovative model of nursing and midwifery education delivered within clinical schools at teaching hospitals within Queensland Health and the private health sector.

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

The Facilities and Clinical Officer will be responsible for the maintenance of all facilities and equipment within the School of Nursing, Midwifery and Social Work (NMSW). Additionally this position will support the school’s clinical operations including the supply and storage of equipment and consumables, liaison with academic staff and class room set-up. As this role involves a significant component of manual handling and lifting, the successful applicant will require a good knowledge of manual handling techniques and procedures. The incumbent will be required to work across multiple locations.

Duties

Duties and responsibilities include, but are not limited to:

Teaching support

- In conjunction with the Clinical Technician, liaise with academic staff over teaching requirements and assist with classroom set-up, managing the logistics of multiple classes at multiple locations.
- In conjunction with the Clinical Technician, manage the supply and storage of the consumables required for clinical skill classes.
- Work proactively to ensure the optimal experiences for students undertaking clinical skills training.

Repairs and maintenance

- Request repairs, maintenance, alterations and improvements for the schools equipment and facilities.
- Liaise with School staff and Supervisors of Property and Facilities regarding cleaning and maintenance issues.
- Liaise with School and OHS Managers regarding potential or actual OHS issues.

Asset planning and operating procedures

- Develop and maintain an asset roll-over plan for major equipment.
- Co-ordination of asset stock-takes.
- Ensure that all standard operating procedures relating to the oversight of the NMSW clinical operations are current and reviewed regularly.
- Assist in the annual space, insurance and other compliance audits and returns.

Refurbishments and relocations

- Provide content and requirements for refurbishments and infrastructure submissions with the University.
- Assist with facilities and refurbishment matters including signage, furniture requirements, liaising with contractors.
- Instigate and submit minor works funding requests to the OHS Division in consultation with the School Manager and the Faculty WH&S and Facilities Manager.
• Assist with all aspects of space planning and allocation of space to staff and students including the relocation of offices across all sites and the set-up of equipment/furniture for engagement and other activities.

Security and inductions
• Assist with security matters including arranging and monitoring access, undertaking the role of key custodian and liaising with relevant stakeholders with regards to security issues.
• Assist with the implementation of new systems and processes, including conducting local training and local inductions for all new staff.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
• the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the School Manager, Nursing, Midwifery and Social Work.

SELECTION CRITERIA

Essential
• Completion of a degree without subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
• Current Australian Drivers Licence.
• Well-developed IT skills appropriate for this position including Microsoft Office Suite. Knowledge of local systems including the University’s OHS and financial systems or the ability to rapidly acquire this knowledge.
• Openness to change and willingness to exploring new options and find creative solutions to problems.
• Flexibility to work across a range of activities.
• Excellent organisational skills and the ability to prioritise tasks.
• Ability to work independently and meet deadlines with high level accuracy and attention to detail.
• Effective interpersonal and communication skills at all levels including the ability to exercise tact, judgement and maintain confidentiality.
• An understanding of, or the ability to acquire knowledge of, the current OH&S
Desirable

- Knowledge of clinical equipment and experience working in clinical environments.
- Extensive and relevant experience working in a University or other large organisation.

Special Conditions

It is a condition of employment for this role that if you are required now or in the future, to work in a Queensland Health clinical facility, to be vaccinated against, and remain vaccinated against, certain Vaccine Preventable Diseases (VPDs). The employee is required to provide evidence of vaccinations against VPDs.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.