Technical Assistant Officer

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The School of Medicine which is part of the College of Health and Medicine, is appointing a Technical Officer to provide support for the practical component of courses taught by the School of Medicine. Technical officers provide a broad level of support within the team environment, including providing technical assistance across the teaching facilities of the School of Medicine.

The Professional team across the School campuses incorporates a wide range of administrative and support service functions in the form of technical support. The Technical Officer- Medicine will be required to build strong professional relationships with academics to deliver outcomes supporting learning and teaching.

The position will provide technical teaching support to staff and students completing practicals and workshops in the School of Medicine. This position plays a key role in the delivery of quality learning and teaching to enhance the student experience and graduate outcomes. This position provides support for the practical classes which includes preparation set up / pack up for the practical classes.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You’ll Do

- Provide technical support for the physical requirements for practical classes as required. This may involve assisting in the instruction of students on the correct and safe methods of collecting and handling biological specimens or chemicals and operating equipment to build a safe environment for teaching.
- Identify and coordinate the setting and packing up and running of teaching spaces as directed, including preparation, testing and maintenance of equipment as directed. This may include ensuring safe storage and disposal chemicals or biological material before and after use to comply with WH&S standards. Cleaning up at the end of practical classes, including appropriate disposal of chemicals and specimens, and moving of equipment to deliver smooth transitions from one class to the next.
- Provide support and assistance with other teaching programs of the School of Medicine to enable smooth delivery of classes where directed.
• Assist in maintaining WH&S during practical classes and preparation, and to work as part of the technical support team to maintain WH&S standards in the School’s teaching spaces to produce a safe teaching environment.
• Will be required to assist with the preparation of animal material and human cadavers and cadaveric material for teaching.
• Undertake other duties as assigned by the supervisor.

What We’re Looking For (success criteria)

• Relevant experience, or a combination of equivalent qualifications, relevant training, knowledge and/or experience.
• Demonstrated ability to work independently and effectively as a team member, provide responsible innovation in task delivery and effectively manage workload and priorities.
• Relevant administrative experience and the ability to take responsibility for initiating, sustaining, completing, and evaluating administrative systems, processes, policies, and procedures to ensure they provide a quality approach.
• Demonstrated ability to develop and maintain effective and outcome-focused partnerships with external organisations and individuals and respond to changing needs.
• Demonstrated high-level organisational and administrative skills, the ability to meet tight deadlines, work under pressure and prioritise tasks, together with experience in the use of complex databases.
• Demonstrated skills in a range of computer software applications including word processing, database, spreadsheet, presentation software, email, and the internet as a resource.

Other position requirements

• Laboratory and workshop activities and handling hazardous substances.
• Undertaking manual handling and lifting >10kg

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our Strategic Direction strongly reflects the University community’s voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

https://www.utas.edu.au/jobs

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.