Technical Officer - Medicine

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 including technical laboratory 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 lab 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 in the lab environment 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 by optimising set-up, conduct of experiments for practical teaching as directed. Instruct students on the correct and safe methods of operating specialised equipment and safe handling of biological specimens as required.
- The position will also be required to support other disciplines when required.
- Identify and coordinate material and equipment requirements for laboratory/teaching space practical classes and prepare laboratories/teaching spaces in conjunction with Academic staff needs.
- Provide support and assistance to the demonstrator and students during practical classes when required.
- Ensure efficient operations of the teaching laboratories and spaces maintaining equipment as needed and providing high quality user training assisting in the preparation of student practical manuals and other instructional material as required.
- In collaboration with Work, Health and Safety staff, adhere to, implement and respond to Work Health and Safety policy, procedure, guidelines and risks to contribute to a safe working environment for staff and students.
- Undertake other duties as assigned by the supervisor.
What We’re Looking For (success criteria)

- Completion of a Bachelor’s degree, with relevant laboratory experience, or a combination of equivalent qualifications, relevant training, knowledge and/or experience.
- Experience providing support to health or lab-based teaching in a University setting and/or knowledge of University operations, policies and procedures or a proven track record of adapting quickly within a complex organisation.
- Demonstrated ability to work independently and effectively as a team member, provide responsible innovation in task delivery and effectively manage workload and priorities.
- 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.
- Highly developed oral, written, negotiation and interpersonal skills, along with excellent analytical and problem-solving skills and an ability to think flexibly.
- Demonstrated high level skills in a range of computer software applications including word processing, database, spreadsheet, presentation software, email and the internet as a resource.

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- 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.