Position Description
Simulation Centre Officer

Faculty/Portfolio: Faculty of Health
School/Centre: School of Nursing and Midwifery
Basis of Employment: Full-time and continuing
Primary Location of Work: Geelong Waterfront Campus
Classification: HEW 5
Reporting Line: Simulation Centre Coordinator via the Simulation Centre Officer

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people’s lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia’s sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurn Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne’s CBD, and at the Burwood, Waterfront and Waurn Ponds campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

WHY WORK FOR OUR UNIVERSITY?

DEAKIN’S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin

PD Reviewed December 2019 – 1BNE443
POSITION OVERVIEW

The primary purpose of the Simulation Centre Officer is to provide technical support to the clinical skills in both the low and high fidelity simulation program and administer school resources and facilities. To actively contribute in the effective, safe and efficient running of the nursing skills simulation classes and assist with Occupational Health and Safety (OHS) standard improvement across the School.

Key Relationships:

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<th>Internal</th>
<th>External</th>
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<tr>
<td>• School Executive Officer</td>
<td>• Consumable goods suppliers</td>
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<td>• School academic staff</td>
<td>• Equipment repair and maintenance staff</td>
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<td>• Faculty Manager, Health Safety and Environment</td>
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<td>• Simulation Centre Coordinator</td>
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<td>• Simulation Centre Officers at Warrnambool and other campuses</td>
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<td>• Faculty Business Services team</td>
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PRIMARY RESPONSIBILITIES

• Prepare Simulation Centre, including high fidelity suite, for timetabled practical classes, ensuring rooms are set up according to the academic staff requirements and instructions, and all equipment and consumable items are available.
• Regularly assess consumable stock holdings and purchase, as required, appropriate equipment and consumable supplies required for nursing and midwifery simulation classes.
• Run scenarios for the high fidelity simulation clinical skills program.
• Ensure maintenance of specialised equipment including, preparation and storage areas in a systematic manner complying with OHS policies and instruction to staff and students on OHS procedures.
• Participate in the University and Faculty OHS committees and coordinate School OHS inspections to meet University policy timelines.
• Collaborate with Faculty Timetable Coordinator and academic teaching staff to develop the Simulation Centre timetable for each Trimester.
• Travel to Burwood Campus as required outside of normal trimester teaching periods for the Waterfront Campus (Trimester 3 and intra trimester breaks) to support Burwood team classes.
• Any other duties as directed, commensurate with the scope and classification of the position.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University’s values.

You will be a person who is ambitious for Deakin University’s success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:
• An equivalent combination of training and experience or an appropriate tertiary degree or professional qualification in a relevant discipline.
Capabilities and Personal Attributes:

- Experience in working in a Simulation Centre or Healthcare organisation.
- High-level computer skills, in particular Microsoft applications.
- Demonstrated administrative and organisational skills and an appreciation of confidentiality.
- Excellent communication and interpersonal skills, with the ability to gain the cooperation and assistance of others in meeting task objectives.
- Ability to take on a range of processes within a team environment, including liaison with various stakeholders, prioritization of tasks and ability to deal with competing demands.
- Sound capability to negotiate with suppliers.
- Knowledge of general laboratory techniques, particularly in healthcare settings or science.
- Knowledge of OHS principles and guidelines.
- Demonstrate the ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner.

SPECIAL REQUIREMENTS

- Working With Children Check (refer to Recruitment Procedure).

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.