POSITION DESCRIPTION

Position Title	Senior Simulation Officer		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Simulation Services		
Nominated Supervisor	Manager, Simulation Services		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	12944
Employment Type	Continuing, full-time	Date reviewed	March 2017

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs.   The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's Mission and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences is located across five campuses of Australian Catholic University and is one of the largest faculties of Health Sciences in Australia. The Faculty is structured into six Schools:

The Schools are:
- School of Nursing, Midwifery & Paramedicine (National)
- School of Exercise Science (National)
- School of Physiotherapy (National)
- School of Allied Health (National)
- School of Psychology (National)
- School of Science (National)

The Faculty's courses are developed within the Catholic intellectual tradition with the goal of preparing graduates in health with an emphasis on social justice and equity, and sustainability.

ABOUT PROFESSIONAL EXPERIENCE SERVICES

Professional Experience Services is a specialist unit within the Faculty of Health Sciences.
The unit is dedicated to:

- supporting excellent student and staff experiences of on-campus learning and teaching in specialist, state of the art simulation and scientific spaces, and
- ensuring every student in the Faculty has access to appropriate, sustainable and high-quality professional practice placements.

Key areas of responsibility for Professional Experience Services include:

- Providing tailored administrative services (such as managing every student's pre-clinical mandatory requirements through customised placement software) that support each School in the Faculty to achieve excellence in student placements;
- Developing and maintaining high-level strategic partnerships with the Faculty's valued clinical partners, expressed through our Clinical Schools;
- Overseeing the ACU Medical Centres, which offer high-quality, accessible GP services to ACU students, staff and the community in Brisbane and Melbourne;
- Managing major funding schemes that support clinical placements; and
- Supporting the Faculty's specialist learning environments through the technical and administrative expertise of our Scientific and Simulation Services division.

POSITION PURPOSE

The Senior Simulation Officer coordinates and supports (in conjunction with the Manager) the technical operations of the Scientific or Simulation Services utilising specialists and/or discipline specific knowledge. This includes the preparation and set up of specialised laboratory and/or simulation activities, maintenance of specialised equipment, conducting of risk assessments, maintenance of work health and safety within the laboratory and simulation areas.

The Senior Scientific / Simulation Officer will provide leadership and/or supervision of other technical staff, acting as campus/discipline Lead as required, and in collaboration with the Manager.

This role liaises with academic staff and students to provide a high level of technical and specialist knowledge, advice and leadership to ensure efficient service within the scientific and simulation facilities.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework

- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.
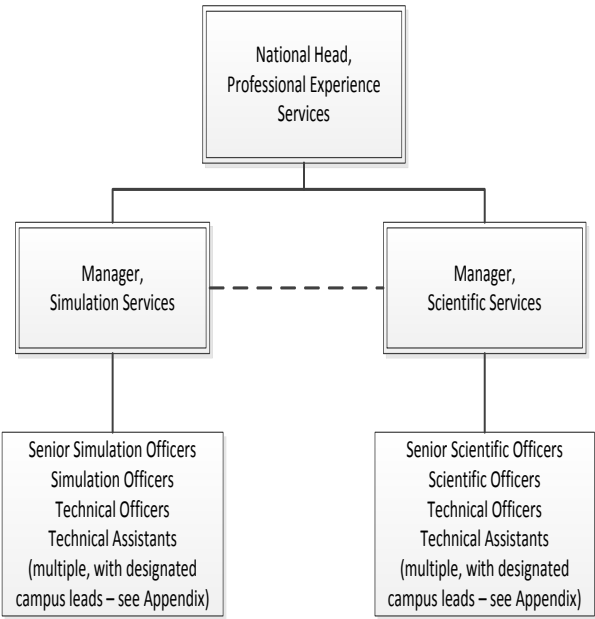
Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ([Capability Development Framework](#))	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
In conjunction with the Manager, act as Campus Lead to provide leadership, facilitate communication and day-to-day supervision for Simulation Services staff.	Coach and Develop Communicate with Impact Be Responsible and Accountable for Achieving Excellence	✓			
In conjunction with Manager provide specialist and/or discipline specific knowledge as lead advisory for projects, training and mentoring of technical staff.	Coach and Develop Communicate with Impact Collaborate Effectively			✓	
Assist with the coordination, organisation and preparation of resources required for learning and teaching activities within a specialised learning environment, such as testing experiment protocols and equipment.	Adapt to and Lead Change Deliver Stakeholder Centric Service Collaborative Effectively		✓		
Plan, prepare, set up and pack down the simulation environment for learning and teaching activities, utilising specialist and/or discipline specific knowledge.	Know ACU Work Processes and Systems Deliver Stakeholder Centric Service		✓		
Provide specialists and/or discipline specific advice, collaboration and support to academic staff and students where appropriate.	Collaborate Effectively Communicate with Impact Deliver Stakeholder Centric Service			✓	
Maintain consumable and non-consumable stock within simulation environments; which includes obtaining quotes and preparing orders for Manager's approval.	Know ACU Work Processes and Systems Apply Commercial Acumen		✓		

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Assist academics in the conduct of major experiments and research programs and/or in setting up advanced and complex equipment for a range of experiments, demonstrations, or simulations.	Collaborate Effectively Deliver Stakeholder Centric Service	✓			
Maintenance and servicing of equipment/workspaces including repairs and modification of equipment, arranging electrical testing, calibration, recharging and cleaning. Updating software applications where specialists/discipline specific knowledge is required.	Deliver Stakeholder Centric Service Know ACU Work Processes and Systems		✓		
Provide specialists and/or discipline specific technical advice and assistance for learning and teaching activities including the demonstration of use of equipment, troubleshooting and prepare technical documents, such as user guides.	Deliver Stakeholder Centric Service Know ACU Work Processes and Systems Collaborate Effectively		✓		
Maintain up to date knowledge of best practice, technology trends, experimental measurement systems and legislation to underpin the delivery of curriculum. (May involve attendance to workshops, trade displays and conferences).	Be Responsible and Accountable for Achieving Excellence Deliver Stakeholder Centric Service			✓	
Work in conjunction with Manager to ensure that all specialists and/or discipline specific required accreditation, regulations and legislation is met, including the development of standards and reporting to external and accreditation agencies.	Be Responsible and Accountable for Achieving Excellence Make Informed Decisions Deliver Stakeholder Centric Service			✓	
Conduct risk assessments incorporating specialist and/or discipline specific knowledge and report outcomes to Manager.	Know ACU Work Processes and Systems Be Responsible and Accountable for Achieving Excellence		✓		
Store and handle hazardous substances in accordance with University and legislative guidelines, including the maintenance of SDS sheets.	Know ACU Work Processes and Systems		✓		

Key responsibilities specific to this position	Relevant Core Competences ([Capability Development Framework](#))	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Maintain current knowledge and work in accordance with all relevant state and industry based regulations and legislation and ACU policies and procedures. Escalate any concerns/queries to Manager.	Know ACU Work Processes and Systems Make Informed Decisions Be Responsible and Accountable for Achieving Excellence		✓		
Enter and maintain accurate data utilizing a range of software packages.	Know ACU Work Processes and Systems		✓		
Participate in other Faculty (and University) activities such as orientation days, Government compliance days, expos, student tours, university experience and community engagement.	Communicate with Impact Collaborate Effectively				✓

REPORTING RELATIONSHIPS

```
                    ┌──────────────────────┐
                    │   National Head,     │
                    │ Professional Experience │
                    │      Services        │
                    └──────────┬───────────┘
              ┌────────────────┴────────────────┐
    ┌─────────────────┐              ┌─────────────────┐
    │   Manager,      │- - - - - - - │   Manager,      │
    │ Simulation Services │          │ Scientific Services │
    └────────┬────────┘              └────────┬────────┘
             │                                │
    ┌─────────────────────┐        ┌─────────────────────┐
    │ Senior Simulation Officers │  │ Senior Scientific Officers │
    │  Simulation Officers │       │  Scientific Officers │
    │   Technical Officers │       │   Technical Officers │
    │  Technical Assistants │      │  Technical Assistants │
    │ (multiple, with designated │ │ (multiple, with designated │
    │ campus leads – see Appendix) │ │ campus leads – see Appendix) │
    └─────────────────────┘        └─────────────────────┘
```

For further information about structure of the University refer to the organisation chart.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1. Relevant tertiary qualification or an appropriate combination of professional training and relevant work experience (tertiary sector or simulation background preferred but not essential).

2. Demonstrated ability to acquire new technological skills quickly, including the capability to navigate new systems speedily (e.g. electrical equipment, software).

3. Demonstrated ability to communicate with purpose and gain the support of others for actions that benefit the organisation.

4. Demonstrated ability to build and maintain effective relationships, including communicating specialised knowledge as needed.

Core Competencies (as per the [Capability Development Framework](#))

5. Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness.

6. An ability to coach and develop staff, set clear expectations for performance and encourage others to share skills and knowledge to build a culture of learning and improvement.

7. An ability to take personal accountability for achieving the high quality outcomes through an understanding of organisational context, self-reflection, and aspiring to and striving for excellence.

8. An ability to provide a stakeholder-centric service and keep service excellence as a top priority. See the [ACU Service Principles](#).

Other attributes

9. Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.