

## Position Description

### Technical Officer

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<b>Position No:</b>	50112051
<b>Department:</b>	Professional and Administration
<b>School:</b>	La Trobe Rural Health School & Regional Science Operations
<b>Campus/Location:</b>	Bendigo
<b>Classification:</b>	Higher Education Officer Level 5 (HEO5)
<b>Employment Type:</b>	Continuing, Full time
<b>Position Supervisor:</b>	Barb Udale, Technical Team Leader
<b>Number:</b>	50002666
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

School of LaTrobe Rural Health – <http://www.latrobe.edu.au/school-rural-health>

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#### For enquiries only contact:

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# Position Description

## Technical Officer

**Position Context/Purpose** Reporting to the Team Leader, Regional Science Operations, this position will have responsibility for the provision of a range of technical services and advice to ensure the effective maintenance of the capability and operation of research and teaching laboratories in the departments of Community and Allied Health, Nursing and Pharmacy and Applied Science at the Bendigo campus.

### Key Areas of Accountabilities

- Maintain the teaching and research facilities as a clean, safe work environment in accordance with appropriate legislation and University guidelines. Carry out safety audits in labs, maintain safety manuals in labs, ensure appropriate personal protective equipment is available and maintained.
- Ensure the timely preparation, and subsequent clean up, of chemicals, consumables and equipment for use in the teaching and research laboratories/facilities.
- Test, calibrate and maintain equipment required for the teaching and research laboratories. Arrange for servicing and repair of equipment if required.
- Maintain information and databases related to the operation of teaching and research laboratories/facilities.
- In consultation with academic staff and Technical Team Leader, provide advice and assistance in the ordering and purchasing of laboratory consumables and/or analytical equipment. Liaise with external suppliers for competitive quotations and submit purchase orders as required.
- Be responsible for storage and the inventory of chemicals, consumables and equipment in teaching and research laboratories/facilities.
- At all times conduct work in a safe manner and comply with OHS instructions, policies and procedures.
- Undertake other tasks as directed by the Team Leader or Regional Science Operations, relevant to supporting the technical operations of the School.
- Liaise with Academic Staff at other regional campus's to ensure supply and conformity of equipment and consumables.

### Key Selection Criteria

#### Essential Requirements

- A Health or Science degree, or an equivalent alternation combination of relevant knowledge, training and/or experience.
- Demonstrated experience in the maintenance of teaching and/or research equipment/facilities.
- Highly developed written and oral communication skills to enable effective communication, negotiation and consultation with a wide range and level of customers.
- Demonstrated experience in planning and prioritising tasks to meet deadlines, both independently and as a member of a small team.
- An excellent understanding and demonstrated experience in customer service including high level interpersonal skills and the ability to respond to people positively, confidently and with respect.
- Ability to interpret and apply relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of the position.
- Proficiency in computer software packages such as Word, Excel, Outlook and databases.

#### Desirable Attributes

- Experience working in laboratories in an education environment.
- A qualification in Level 2 First Aid training.
- Knowledge and familiarity with medical equipment and consumables.
- Experience with simulation scenarios.
- Willingness to work with cadavers.

## Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

## La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside - the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:              Date: