



THE UNIVERSITY OF
MELBOURNE

POSITION DESCRIPTION

Melbourne Dental School
Faculty of Medicine, Dentistry and Health Sciences

Pre-Clinical Laboratory Technician

POSITION NO 0055848

CLASSIFICATION UOM 5

SALARY \$75,011 - \$86,158 pa

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full-time (1.0 FTE)

**BASIS OF
EMPLOYMENT** Continuing

OTHER BENEFITS <https://about.unimelb.edu.au/careers/staff-benefits>

HOW TO APPLY Online applications are preferred. Go to <http://about.unimelb.edu.au/careers>, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

**CONTACT
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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Pre-Clinical Laboratory Technician is a member of the School's pre-clinical team and is responsible for providing technical assistance in support of the Doctor of Dental Surgery (DDS), Bachelor of Oral Health (BOH), postgraduate and continuing professional development (CPD) activities within the 3 pre-clinical laboratories of the Melbourne Dental School. The incumbent will work closely with other members of the pre-clinical technical support team as well as with academic staff over the multiple sites to ensure all requirements are met. Flexible hours will be required in this role and some weekend work may also be required from time to time.

1. Key Responsibilities

The major tasks of the position include:

- ▶ Support the day-to-day operation of the pre-clinical laboratories across two key sites of the Melbourne Dental School. This includes support for teaching activities for award courses, as well as the delivery of CPD courses to the school's external stakeholders (ADA Vic, ADA Federal, dental industry and professional specialist bodies).
- ▶ Ensure that materials, instruments and equipment are prepared and set up in advance of classes or courses by liaising with the other pre-clinical staff members and/or the relevant subject convenor.
- ▶ Support in the running of the pre-clinical and simulation (Haptic) laboratories for DDS, BOH and postgraduate dental student classes and examinations.
- ▶ Assist the movement of staff and students into and out of pre-clinical spaces.
- ▶ Issue materials, instruments and equipment to all users whilst ensuring that the correct protocols are complied with.
- ▶ Monitor and arrange for the maintenance of equipment and assist with maintaining sufficient levels of stock
- ▶ Foster a culture of teamwork and approach all actions and interactions in line with MDHS Values.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

2.1 ESSENTIAL

- ▶ A formal qualification in Dental Nursing/Assisting and/or Dental Technology.
- ▶ Relevant work experience in a dental practice or clinic.
- ▶ Excellent interpersonal skills with a demonstrated ability to develop effective working relationships with a variety of people and to work constructively as a team member, but also to work independently as needed.
- ▶ A demonstrated team-based approach and ability to work collaboratively with a variety of stakeholders.

- ▶ Well-developed organisational and time management skills, including a demonstrated ability to work to deadlines and set priorities.
- ▶ A strong commitment to the delivery of high-quality service to all clients.
- ▶ Excellent communication skills, both written and oral
- ▶ A thorough understanding of Occupational Health and Safety issues related to the practice of dentistry, including infection control
- ▶ Well-developed computer skills in Microsoft Office, including Word, Excel, PowerPoint

2.2 DESIRABLE

- ▶ Experience of working, assisting and/or demonstrating to students.
- ▶ Previous experience in teaching and dental laboratory demonstration.
- ▶ Previous experience of maintaining and ordering stock.
- ▶ A current First Aid Certificate

2.3 SPECIAL REQUIREMENTS OF THIS POSITION

This position requires the incumbent to hold a current and valid Working with Children Check

There will be peak service delivery periods during which time leave is not likely to be approved.

The incumbent is required to work some flexible hours to meet the inherent requirements of this position, including occasional weekend work.

3. *Job Complexity, Skills, Knowledge*

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position receives routine supervision and works within a collegial environment but will require independence and initiative in order to meet the requirements of the role. There will be autonomy required for delegated tasks and an understanding that all activities contribute to the overall support of the School.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to resolve problems using judgement, common sense, standard technical training and experience. The incumbent will be responsible for individual time management and for using initiative in prioritising work and balancing a range of tasks. Judgement will be needed to ensure matters are escalated when necessary.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Ability to work in a professional, self-motivated and in an engaged manner with staff and students and have the organizational skills to give appropriate advice.

The incumbent will function under a high degree of professionalism, displaying leadership and behaviors in line with the FMDHS Values at all times.

3.4 RESOURCE MANAGEMENT

To give appropriate feedback to the manager on the resources and new equipment/materials required for the advancement of objectives and implementation of new projects.

3.5 BREADTH OF THE POSITION

Depth of understanding of the equipment and instruments to assist in the running of the classes and courses. The incumbent will need to interact effectively with a variety of staff and students and all levels, both internal and external to the University.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 MELBOURNE DENTAL SCHOOL

<http://www.dent.unimelb.edu.au/>

The Melbourne Dental School has a strong tradition in dental research and an established international reputation in several research areas. Research in the School is an integral component of staff and student activities underpinning both the undergraduate and graduate curricula. The major research activities of the school are conducted by four major research groups, which cover a vast area of scientific research from basic science to clinical studies and involve a range of scientific disciplines.

6.2 BUDGET DIVISION

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive

contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>