

POSITION DESCRIPTION

Position Title	Simulation Officer		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Simulation Services (Technical Services)		
Nominated Supervisor	Manager, Simulation Services		
Higher Education Worker (HEW) Level	HEW 5	Campus/Location	North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	#HR to assign
Employment Type	Fixed-term (12 months); Part-time (0.6 FTE)	Date reviewed	February 2020

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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

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

- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Education and Innovation)
- Deputy Vice-Chancellor (Coordination)
- Vice President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President 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.

ABOUT THE FACULTY OF HEALTH SCIENCES / OFFICE OF THE ASSOCIATE DEAN, LEARNING, TEACHING AND PROFESSIONAL EXPERIENCE

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

The Schools are:

- School of Nursing, Midwifery & Paramedicine (National)
- School of Behavioural and Health Sciences (National)
- School of Allied Health (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.

The Office of the Associate Dean, Learning, Teaching and Professional Experience (OADLTPE) is a unit within the Faculty of Health Sciences comprising the Departments of Technical Services, Placement Services, FHS Learning and Teaching and the FHS Student led Health Clinics. Departments in OADLTPE are responsible for providing support and service to schools in the faculty in the areas of clinical supervision, learning and teaching activity within the ACU Health Clinics and Specialist Learning Environments, and tutorial, practical and laboratory classes where specialist equipment is required. OADLTPE facilitates excellent student learning experiences by supporting on campus learning and teaching activities within the state-of-the-art specialised learning environments across campuses including:

- Support learning and teaching activities including teaching grants and awards for staff in FHS, and
- Service to Schools in relation to the professional practice placement of health sciences students; including maintenance of placement software, including InPlace and tracking of pre-clinical mandatory requirements; and
- Developing and maintaining strategic partnerships with ACU's valued clinical partners via the Clinical Schools model; and
- Management of the Faculty's Student led Health Clinics, currently operating in Brisbane, Melbourne, Strathfield, and North Sydney in a range of disciplines; and
- Supporting the administration, resourcing and function of the Faculty's specialised learning environments.

POSITION PURPOSE

The Simulation Officer provides support and assistance with the day-to-day operations Simulation Services ensuring all service provisions and expectations are met. This may require coordination of Technical Assistants.

In addition to preparing and re-setting of the simulation environments, it is expected the officer will at times be required to provide further advice on simulation activities or equipment to academic staff and students.

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	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Within the work unit or team ✓
Plan, prepare, set up and pack down the simulation environments for learning and teaching activities.	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Know ACU work Processes and Systems 		✓		
Assist with the coordination, organisation and preparation of resources required for learning and teaching activities within simulation environments, such as testing experiment protocols and equipment.	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Collaborate Effectively Communicate with Impact 		✓		
Provide technical advice and assistance for learning and teaching activities including the demonstration of use of equipment, troubleshooting and preparation of technical documents, such as user guides.	<ul style="list-style-type: none"> Adapt to and Lead Change Communicate with Impact Coach and Develop Make Informed Decisions 		✓		
Supervise and assist students when using the simulation spaces for additional practice.	<ul style="list-style-type: none"> Coach and Develop Know ACU Work Processes and Systems 		✓		
Under general direction of Senior Simulation Officers or Academic staff, assist 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.	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Collaborate Effectively Be Responsible and Accountable for Achieving Excellence 		✓		
Routine maintenance and servicing of equipment/workspaces including repairs and modification of equipment, arranging electrical testing, calibration, recharging and cleaning. Updating software applications where required.	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Know ACU Work Processes and Systems 		✓		
Store and handle hazardous substances in accordance with University and legislative guidelines; including the maintenance of Safety Data Sheets.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieve Excellence Know ACU Work Processes and Systems 		✓		

Key responsibilities specific to this position	Relevant Core Competences	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Within the work unit or team ✓
Maintain consumable and non-consumable stock within simulation environments; which includes obtaining quotes and preparing orders for Manager's approval.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Deliver Stakeholder Centric Service • Know ACU Work Processes and Systems 		✓		
Enter and maintain accurate data utilising a range of relevant software packages.	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems 		✓		
Maintain current knowledge and ensure compliance with all relevant state and industry-based regulations and legislation and ACU policies and procedures. Escalate any concerns/queries to Manager/Campus Lead.	<ul style="list-style-type: none"> • Adapt to and Lead Change • Communicate with Impact • Be Responsible & Accountable for Achieving Excellence • Know ACU Work Processes and Systems 		✓		
Conduct risk assessments in accordance with the University's WHS Risk Management Procedure and report outcomes to Manager/Campus Lead.	<ul style="list-style-type: none"> • Be Responsible & Accountable for Achieving Excellence • 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 Days and community engagement.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Collaborate Effectively 			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Managing the demands of the Scientific/Simulation Services, taking into account strategic objectives and, internal and external stakeholder relationships and requirements.
- Influence action of others without direct authority through consultation and negotiation.
- Providing accurate and clearly defined information for internal and external stakeholders.
- Responding appropriately to student and staff enquiries in relation to Scientific/Simulation Services.

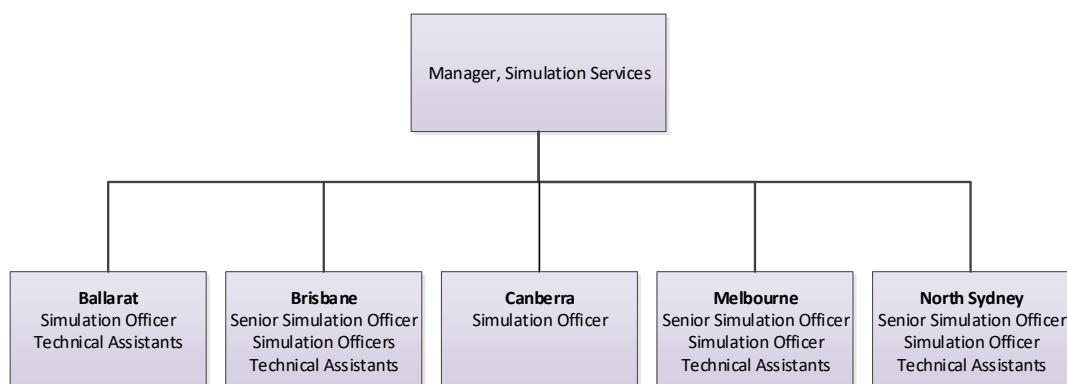
Decision Making / Authority to Act

The position holder responds to routine enquiries, referring more complex matters to the Manager, Scientific/Simulation Services. Procedure manuals and guidelines assist the position holder with routine enquiries.

Communication / Working Relationships

The position holder liaises with internal stakeholders including academic and Faculty staff to ascertain requirements for scientific laboratories or simulation environments for learning and teaching activities. The position holder will also be required to liaise and communicate with external stakeholders including suppliers, maintenance or repairers and industry professionals to ensure the efficiencies of scientific/simulation environments.

REPORTING RELATIONSHIPS



QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as ‘qualifications and capability’. These are informed by the key responsibilities of the role and the Core Competencies set out in the Capability Development Framework. Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development.

Qualifications, skills, knowledge and experience

1. Relevant tertiary qualification or equivalent combination of professional training and relevant work experience within a health simulation environment.
2. Previous experience in applying technical knowledge in a health simulation environment.
3. Knowledge and application of work, health and safety practices within a health simulation environment.
4. Demonstrated capacity to learn new skills / technologies and adapt to a changing workplace environment.
5. Demonstrated word processing, data entry and electronic communication skills.

Core Competencies

6. Demonstrate ability to plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
7. Demonstrate willingness to take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.
8. Demonstrate commitment to keeping stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the [ACU Service Principles](#).

Other attributes

9. Demonstrate 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.