

Position Description

Senior Technical Co-ordinator

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| Position No: | 50137249 |
| Department: | Office of Allied Health |
| School: | Allied Health |
| Campus/Location: | Bundoora |
| Classification: | Higher Education Officer Level 7 (HEO7) |
| Employment Type: | Continuing |
| Position Supervisor: | School Executive Officer |
| Number: | 50143407 |
| Other Benefits: | http://www.latrobe.edu.au/jobs/working/benefits |

Further information about:

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

School of Allied Health – <http://latrobe.edu.au/she>

For enquiries only contact:

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Position Description

Senior Technical Co-ordinator

Position Context

The School of Allied Health sits within the College of Science, Health and Engineering. The College has 9 Schools and 16 Departments across La Trobe's multi-campus operations. The School of Allied Health comprises of the Department of Community and Clinical Allied Health and the Department of Rehabilitation, Nutrition and Sport. The Department of Community and Clinical Allied Health includes the disciplines of Audiology, Speech Pathology, Orthoptics, Occupational Therapy and Social Work. The Department of Rehabilitation, Nutrition and Sport includes the disciplines of Dietetics, Human Nutrition, Physiotherapy, Exercise Science, Podiatry and Prosthetics and Orthotics.

The Senior Technical Co-ordinator reports to the School Executive Officer and works closely with discipline leads, Heads of Department and the Head of School in performing a significant technical support role for the School of Allied Health.

This position is required to work as part of a wider technical team which supports the teaching and research activities of the School of Allied Health. It will have responsibility for leading part of this team to ensure that the teaching and research needs of Human Nutrition, Dietetics and Exercise Science are met, and are consistent with service expectations and within the policies, procedures and regulations of the University and the College of Science, Health and Engineering.

The position will also facilitate the transition of Exercise Science teaching to the Sports Precinct in 2020.

Duties at this level may include:

- Ensure the provision of an effective, customer-focused technical and laboratory support service by managing and leading a small team of staff, and by working collaboratively with the Laboratory Service Managers and other technical teams across the College;
- Manage technical services, which includes allocating staff workloads, to ensure that all laboratory-based practical classes run efficiently and effectively;
- In conjunction with other School staff, manage and ensure the School's compliance with OH&S and other legislative, regulatory and University/College requirements, this includes acting as the School Laboratory Safety Officer and supporting academic staff to meet the requirements of the College SHE Safety Manual;
- Ensure the development and maintenance of standard operating procedures for equipment and operations, liaise with external suppliers and relevant areas of the University – such that the infrastructure and equipment is kept in good order by carrying out repairs, services and maintenance in a timely and effective manner;
- Ensure the laboratories are maintained as clean, safe working environments in accordance with appropriate legislation and University guidelines, and timely preparation, and subsequent clean up, of chemicals, consumables and equipment used in teaching and research laboratories/facilities, including MSDS management and providing appropriate training;
- Actively participate in the creation of an environment of continuous improvement through the identification of process/procedure improvements and identify ways of exceeding customer expectations, this includes the periodic review of policies and procedures and implementing changes, relating to the School's technical and laboratory services;

- Identify additional service requirements or service shortfalls and coordinate and/or design the delivery of innovative solutions to maximise service quality, efficiency and continuity;
- Coordinate the use of and be involved in the operation of specialised teaching/research equipment and/or facilities by students and staff, including providing appropriate training;
- In consultation with academic staff, provide advice and assistance in the selection and ordering of laboratory consumables and equipment;
- Contribute to the management and delivery of projects that support the strategic objectives of the School and College;
- Undertaking other tasks as directed relevant to supporting the technical operations and OH&S of the School.

Key Selection Criteria may include:

ESSENTIAL

- An appropriate degree with at least 4 years' subsequent relevant experience in the management and coordination of activities within scientific laboratories, or an equivalent alternate combination of relevant knowledge, training and/or experience;
- Experience of working in laboratories in an educational environment or similar;
- Demonstrated ability to develop and maintain standard operating procedures for equipment and operations;
- Ability to train staff and students in laboratory techniques and safety standards and the use of laboratory equipment;
- Demonstrated experience in the maintenance of teaching and/or research equipment/facilities, with respect to operations, maintenance and problem solving;
- Ability to interpret and apply relevant and applicable policies, procedures and legislation;
- Demonstrated ability to successfully coordinate human and physical resources in the provision of technical support for teaching and research;
- Demonstrated management and people skills with successful experience in managing and leading staff to promote a cohesive and effective team in a customer focused environment;
- Excellent organisation skills, including the ability to manage change and multiple projects concurrently to meet competing deadlines;
- An excellent ability to interact effectively and negotiate with a wide range of stakeholder at all levels;
- Proficiency in computer software packages such as Word, Excel, Outlook and databases.

DESIRABLE

- Experience in working in Physiology and/or Biomechanics laboratories;
- Experience in working in a Clinical Trial Facility and/or use of DEXA equipment;

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.

For Human Resource Use Only

Initials: Date: