



Charles Sturt
University

Position Description



Technical Assistant (Nursing)

Technical Services

Faculty of Science

Classification	Level 4
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	17.5
Campus	Albury-Wodonga
Special Conditions	Able to work the required hours, with occasional evening or weekend work and flexibility to vary hours.
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	March 2021

Faculty of Science - Organisation Environment

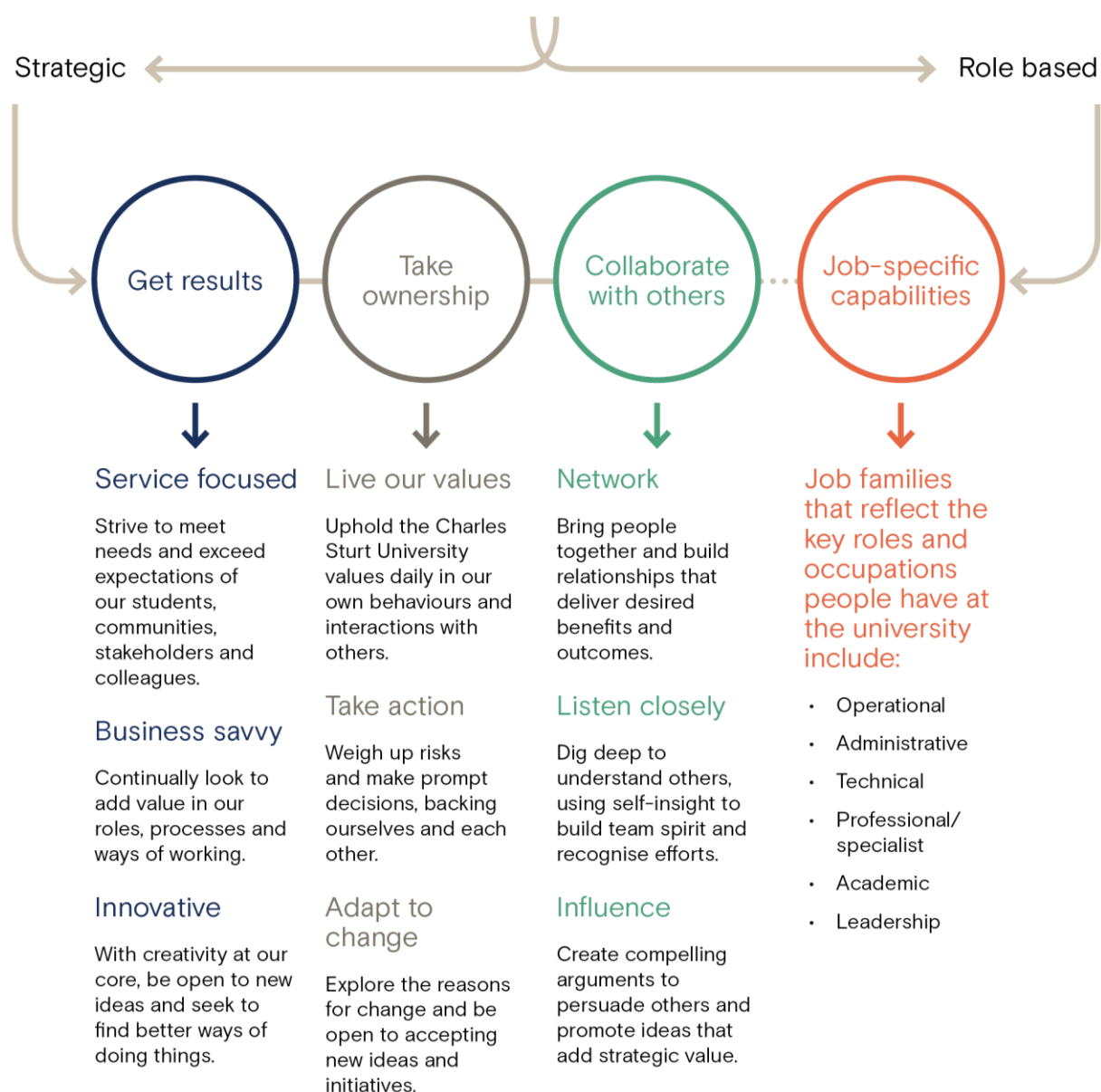
The [Faculty of Science](#) has more than 9000 students and over 500 staff dedicated to advancing scientific knowledge. It delivers flexible and innovative teaching programs designed to produce job-ready graduates for a diverse range of professions. As a leader in strategic and applied research the Faculty aims to enhance and extend scientific knowledge, train and educate future researchers as well as provide scientific solutions to current regional, national and global challenges. The staff and students of the Faculty achieve their educational and research goals through ethical practice, professional collaboration, industry involvement and a commitment to continual improvement.

Within CSU, the technical service team work seamlessly to facilitate flexible delivery of student centred courses. The Faculty of Science and technical service team facilitates and encourages all staff to become multi-skilled to facilitate interoperability across and between multiple campuses to meet the changing needs and challenges of a dynamic university environment.

Further information on the Faculty of Science may be found here - <http://science.csu.edu.au/>

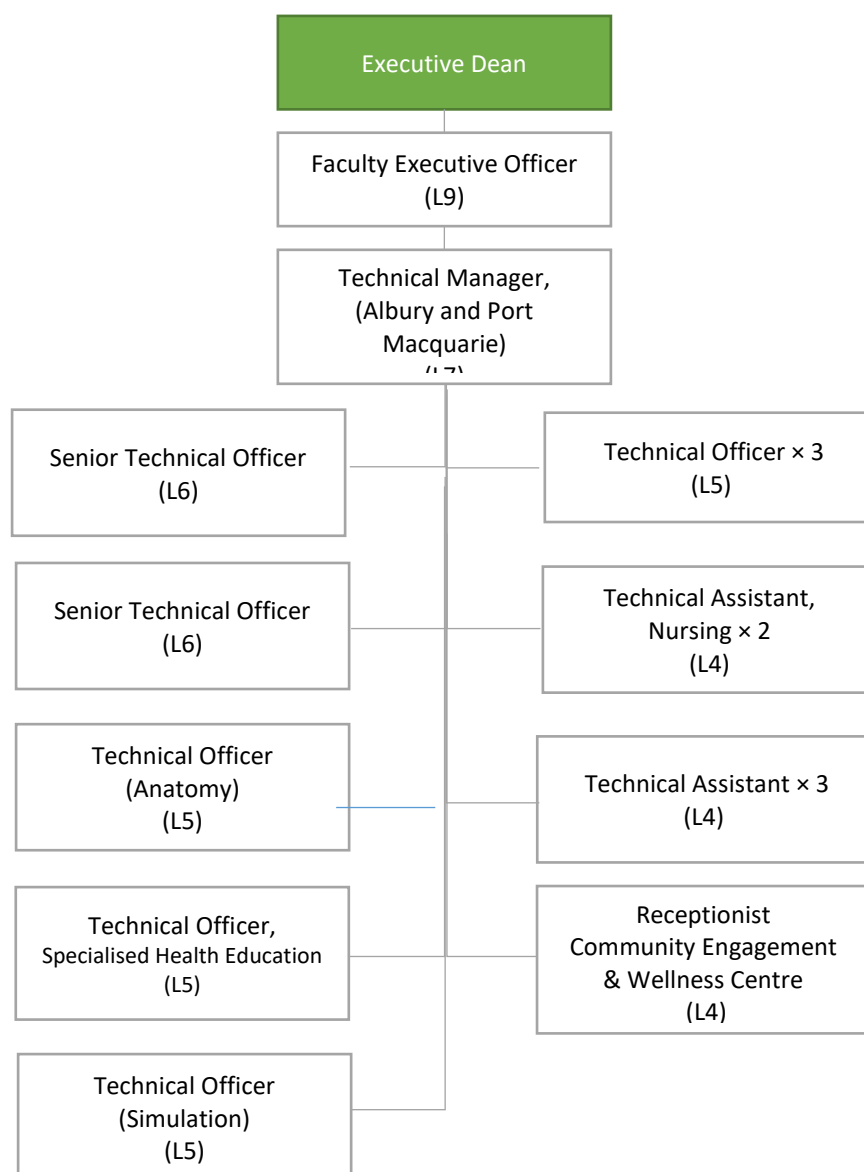


Our University Values





Organisational Chart



Reporting relationship

This position reports to: Technical Manager - Albury and Port Macquarie

This position supervises: N/A

Key working relationships

- Academic Staff
- Technical Staff
- Faculty stakeholders
- University stakeholders



Position overview

This position has a specialised focus and, as such, requires skills and experience in nursing simulation.

The successful applicant will be part the Albury and Port Macquarie Technical Team providing technical and laboratory support for teaching and research on Albury campus in the Faculty of Science. The position will primarily provide support in the Health Science areas and will include, but not be limited to, preparation and breakdown of classes, assistance during classes under the guidance of teaching staff, the safe operation of specialised equipment, the maintenance of inventories, and assistance with audits and risk management processes. As part of the technical team there will be technical responsibilities across all Schools in the Faculty.

Principal responsibilities

Provide quality technical support for undergraduate teaching classes, research staff, clinics and stakeholders delivering outcomes in a timely, flexible and efficient manner:

- Prepare and co-ordinate materials as assigned, including preparation and breakdown of classes, assistance during classes under the guidance of teaching staff, and the safe operation of specialised equipment;
- Provide guidance, inductions and equipment training for users, including being present and accessible during scheduled class activities; and
- Assist with the development of new protocols and advise on safety aspects and time constraints.

Ensure the work environment is kept clean and safe:

- Contribute to facility compliance with relevant statutes, regulations, standards, codes of practice and CSU policies, procedures and guidelines;
- Assist with developing and maintaining essential risk management documentation (e.g. safe work procedures, inductions and training records) in consultation with stakeholders; and
- Assist with the maintenance of records, facilities and associated equipment.

Develop and maintain teamwork and a supportive work environment:

- Actively participate and maintain co-operative working relationships to ensure a high standard of customer service and successful delivery of quality outcomes for stakeholders;
- Assist other professional/general staff as required; and
- Participate in University projects and community events as appropriate.

Other duties appropriate to the classification as required.

Capabilities

It is expected the successful applicant for the position will have the following capabilities:

- Ability to prioritise multiple tasks, meet deadlines and cope with peak workloads without direct supervision;
- An ability to demonstrate self-awareness, personal drive, integrity and ethics, and to request help and/or guidance when required;
- Being flexible and receptive to new ideas allowing you to work effectively in an environment of change;



- The ability to build and maintain both internal and external networks/relationships for the purpose of professional collaboration and collegiality;
- An ability to pursue training and further development to learn new skills; and
- An ability to identify and fulfil student/staff needs through excellent interpersonal skills, particularly communication and negotiation.

Physical capabilities

Manual handling is an inherent requirement of this role:

- Carry out duties involving frequent bending, reaching/stretching, push/pull, squatting and repetitive lifting. Manual handling equipment may be provided;
- Manually handle pieces of equipment, which may be large and awkward, during the set up and pull down of simulated learning experiences;
- Perform repetitive and fine manipulation tasks such as cleaning, drying and repackaging of equipment;
- Physically able to sit or stand for extended periods of time to perform work tasks, including computer related activities; and
- On occasion travel by air or in/drive a University vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at:
<https://policy.csu.edu.au/view.current.php?id=00176> and
<https://policy.csu.edu.au/view.current.php?id=00184>.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Completion of an Associate Diploma level qualification in nursing or related discipline with relevant work related experience or a certificate level qualification with post certificate relevant work experience; or year 12 and normally at least 4 years relevant work experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience;
- B. Knowledge and experience in nursing and simulated learning or an ability and preparedness to learn;
- C. Experience in the preparation of risk assessments and safe work procedures and proven ability in the safe use, handling and disposal of hazardous substances and dangerous goods;
- D. Proven strong organisational ability to meet deadlines and maintain accuracy in a high volume work environment;
- E. Demonstrated ability to work independently and within a productive, efficient and collegial team environment;
- F. Demonstrated ability to follow instructions and procedures, including safe work procedures, and carry out routine duties to a consistently high standard;

Desirable

- G. Nursing industry experience;
- H. Previous experience working in a tertiary environment;
- I. Experience in health simulation techniques; and
- J. Electrical Test and Tag qualification.

