

## Position Description

### Position Title

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<b>Position No:</b>	50148484
<b>Business Unit:</b>	Facilities & Technical Services
<b>Division:</b>	Office of The Provost
<b>Department:</b>	Health Cluster
<b>Classification Level:</b>	HEO4
<b>Employment Type:</b>	Part-Time (0.6FTE), Continuing
<b>Campus Location:</b>	Melbourne (Bundoora)
<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>

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## **Position Context/Purpose**

The Facilities and Technical Services (FTS) Facilities Support Assistant role is operational and fits within the teaching and learning support structure of the Office of the Provost for the University. This position will be required to work as part of a wider technical team and it is closely aligned with supporting the practical teaching laboratories, research facilities and workshops within the Health Cluster.

This position will provide a broad range of technical, administrative, and facilities-based support to assist teaching staff and students to achieve teaching, learning and research outcomes associated mainly with the Health Cluster. The incumbent will have responsibilities to ensure that the teaching and research needs of disciplines including physiotherapy, occupational therapy, orthoptics, podiatry, exercise science, nursing & midwifery are met and are consistent with service expectations and within the policies, procedures, and regulations of the University.

Activities will include the preparation, setup prior to and removal afterwards of equipment required for all laboratory sessions, sterilising/autoclaving of instruments, supporting teaching staff in the use of equipment within the laboratories, monitoring of stock levels and ordering of supplies, and supporting the care and maintenance of laboratory equipment.

### **Duties at this level will include:**

- Contributes to operational decisions on the provision, availability or deployment of resources and services which impact on the immediate work unit or on clients and escalates authority to senior staff when needed.
- Performs tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.
- Identifies operational improvements. Designs and/or delivers a variety of service support mechanisms (e.g. training/promotional materials, system modifications) to maximise service quality, efficiency and continuity. This includes the routine adoption of continuous improvement to work practices after consultation with key stakeholders.
- Work as part of a technical team (FTS) delivering customer focused technical and laboratory support to ensure that the teaching and research needs of the campus are met. This may include the timely preparation, provision and subsequent clean-up or materials and equipment.
- Liaises, communicates and builds relationships within La Trobe (including within the FTS team) as well as with outside bodies working in partnership with La Trobe, to support/represent the Schools activities.
- Maintain daily, teaching and research facilities as clean, safe work environments in accordance with appropriate legislation and University guidelines. This will include the implementation of OHS initiatives.
- Test, calibrate and maintain equipment required for the teaching and research laboratories. Become familiar with the equipment used in the teaching spaces and assist with its training and operation to staff and students.
- Sterilise/autoclave instruments and equipment used in clinical and teaching settings.
- Create and maintain/monitor reports and records to meet internal and external requirements. This will include the preparation of purchasing documents, documented procedures, risk assessments and SOPs or work instructions as required.
- In consultation with academic staff, provide advice and assistance with the ordering, storage and cataloguing of laboratory consumables and/or equipment. Periodic stock takes and the review of ordering practices will also be required.
- Other activities supporting FTS roles on the Bundoora or other campuses as required by the position supervisor.

## Essential Criteria

### Skills and knowledge required for the position

- Completion of a Diploma level qualification with relevant work-related experience; or completion of a Certificate IV with relevant work experience or an equivalent combination of relevant experience or on the job training.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- High level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.
- Excellent communication and interpersonal skills, with a demonstrated customer service focus and solution orientated approach.
- Ability to contribute to procedures and systems within the work area.
- Willingness to learn.

### Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to implement improvements to local processes.

## 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.

## Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.

- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

**La Trobe's Cultural Qualities:**

**WE ARE CONNECTED**



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

**WE ARE INNOVATIVE**



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

**WE ARE ACCOUNTABLE**



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

**WE CARE**



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

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For Human Resource Use Only

Initials:                      Date: