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| **Position Description** |

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| **Pre-Clinical Technical Officer – Dentistry & Oral Health** | |
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| **Position No:** | 50028384 |
| **Department:** | Dentistry & Oral Health |
| **School:** | Latrobe Rural Health School |
| **Campus/Location:** | Bendigo |
| **Classification:** | Higher Education Officer Level 4 (HEO4) |
| **Employment Type:** | Continuing, Part-Time (0.6) |
| **Position Supervisor:**  **Number:** | Joanne Simons, Simulation Laboratory Team Leader  50023255 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

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

School of Latrobe Rural Health – <http://latrobe.edu.au/school-rural-health>

**For enquiries only contact:**

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| **Position Description** |

**Pre-Clinical Technical Officer – Dentistry & Oral Health**

**About La Trobe**

People who are committed to making a difference drive La Trobe University’s success. They are creative and highly motivated, pursue new ideas and create knowledge. La Trobe is one of Australia’s research leaders, and the largest provider of higher education to regional Victoria. La Trobe University turned 50 in 2017, and over the half century of its existence, it has established a reputation as an innovative and accessible university, willing to take risks and take on challenges. Our teaching and research address some of the most significant issues of our time and we are passionate about driving change through operational excellence to benefit the communities we serve.

**Position Context:**

Dentistry and Oral Health lies within the La Trobe Rural Health School, the largest rural health school in Australia. Reporting to the Senior Technical Officer, this position will assist in the day-to-day operations of the simulation dental laboratories. The dental laboratories provide a simulated environment where resources, materials and equipment must be available, safe and in good working order to ensure our students experience an excellent standard of practical teaching.

**Duties at this level may include:**

* Ensure timely preparation, and subsequent clean up, of dental materials, consumables and equipment for dental laboratory practical sessions.
* Liaise with students, academics and other university support staff on a daily bases to ensure efficient day-to-day customer service is delivered.
* Read, understand and comprehend complicated and complex timetables.
* Test and maintain equipment required for the dental laboratories. If required, and when directed, arrange servicing and repair of equipment.
* Monitor stock and predict usage of stock according to timetable and student numbers. Inform team leader when stock needs to be ordered.
* Undertake stocktakes of consumables, materials, instruments and equipment on a bi-annual and annual base.
* Monitor students and academic infection control practices in the (eight chair) Latrobe Rural Health Dental Clinic and provide appropriate feedback when required.
* Undertake infection control protocol and processes; and process, package and sterilise dental instruments and equipment in the Latrobe Rural Health Dental Clinic according to the Australian Dental Association standards and guidelines.
* Undertake administrative duties; including data entry and manipulating of excel spreadsheets and word documents; laminating; photocopying; downloading, sorting and storing photographs.
* Follow verbal instructions, procedures and protocols in order to learn new hands-on, practical tasks – such as learning (and becoming competent) in the set-up of natural and endodontic teeth in manikin jaws.
* Maintain the dental laboratories as a clean, safe work environment in accordance with appropriate legislation and University guidelines.
* Attend meetings as required.
* At all times conduct work in a safe manner and comply with OH&S instructions, policies and procedures
* Undertake tasks as directed by the Dental Simulation Team Leader

**Key Selection Criteria**

**Essential Compliance Requirements**

* Highly developed verbal communication and written skills to enable effective communication, negotiation and consultation with a wide range and level of customers
* An excellent understanding and demonstrated experience in customer service including high level interpersonal skills and the ability to respond to people positively, confidently and with respect
* Demonstrate experience in planning and prioritising tasks to meet deadlines, both independently and as a member of a small team
* Demonstrate calm, composed and resilient qualities in a very hectic work environment where flexibility and adaptability is required.
* Qualification, training and experience equivalent to dental assistant, dental oral health therapist, dental technician or dental practice manager
* Proficiency in computer software packages; especially Excel and Word
* Willingness, desire and ability to learn new skills, processes, protocols and systems.
* Take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations

**Desirable Attributes**

* A qualification in Level 2 First Aid training

**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: GS Date: Nov 2018