

Position description

Position title:	Technical Officer, Nursing & Midwifery
Faculty and/or School/Section/VCO:	Academic Services & Support Directorate
Campus:	Mt Helen Campus
Classification:	Within the HEW Level 5 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period
Time fraction:	Time fraction negotiable
Recruitment number:	849491
Further information from:	Renny O'Connor –Coordinator – Technical Services Telephone: 03 5327 8541 E-mail: r.oconnor@federation.edu.au
Position description approved by:	Andrew Evans General Manager (Academic)

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: HR Business Partner

Original Issue: 01/11/2009
Current Version: 01/06/2015

Position Summary

The Technical Officer, (Nursing & Midwifery) is responsible for providing technical support, training and services to staff and students for teaching and research programs. This includes coordinating access, usage, quality assurance and compliance of a number of laboratories in the School and collaborating with staff and researchers on a variety of projects and program delivery aspects.

The Technical Officer, (Nursing & Midwifery) will need to possess excellent time management and organisational skills as well as demonstrating a flexible approach to the changing needs of students and staff.

Key Responsibilities

1. Provide technical support for teaching and research laboratories and activities by ensuring all equipment and consumables required are set up prior to and appropriately cleaned, stored and checked on completion to enable quality teaching and research outcomes.
2. Maintain accurate records of individual laboratory requirements for each course and research project and ensure appropriate supplies of equipment, and consumables are available.
3. Ensure technical equipment is maintained in accordance with manufacturer's requirements to ensure effective and efficient operation and appropriate maintenance records are maintained.
4. Complete risk assessments for all laboratory and technical activities and equipment and ensure compliance with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) requirements. Undertake risk mitigation and ensure accurate and up to date documentation is maintained.
5. Prepare and safely dispose of materials including hazardous chemicals and biological and other wastes and ensure compliance with all relevant legislation, policies, processes and guidelines.
6. Set up and monitor laboratory activities and demonstrate equipment use as required and, under general direction assist in the conduct of laboratory scenarios.
7. Organise access and maintain accurate records of staff and student access to facilities.
8. Other duties as directed by the Coordinator, Technical Services as required
9. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.

10. Undertake the responsibilities of the position adhering to:

- The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OH&S) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of Supervision and Responsibility

The Technical Officer, (Nursing & Midwifery) works under general direction and reports to the Coordinator, Technical Services. The position is responsible for providing technical support for teaching and research laboratories and activities. The position is required to perform a wide range of tasks that impact on the successful running of the teaching and research activities of the School, therefore the position is required to manage multiple and competing tasks and deadlines.

The Technical Officer, (Nursing & Midwifery) is required to resolve problems using the application of standard training and experience and within existing policies, procedures and guidelines. Judgement is required to ensure matters are escalated when necessary.

The position is required to have a comprehensive knowledge and application of Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) requirements and the operation and use of laboratory and other technical equipment.

Training and Qualifications

A degree in nursing or related health discipline without subsequent relevant experience; or completion of an advanced diploma qualification in nursing or related health discipline and at least one years subsequent relevant work experience, or completion of diploma qualification in nursing or related health discipline and at least two years subsequent relevant work experience, or completion of Certificate IV in nursing or related health discipline and extensive relevant work experience, or a combination of extensive relevant work experience in supporting nursing and midwifery teaching in a higher education environment and relevant training/education.

Position/Organisational Relationships

The Technical Officer (Nursing & Midwifery) reports to the Coordinator, Technical Services and is responsible for organising and delivering technical support and training to programs and staff within the School. The position is required to support students and work collaboratively with academic staff to assist in the efficient and effective running of laboratory activities and scenarios.

Key Selection Criteria

Applicants must be able to demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A degree in nursing or related health discipline without subsequent relevant experience; or completion of an advanced diploma qualification in nursing or related health discipline and at least 1 years subsequent relevant work experience, or completion of diploma qualification in nursing or related health discipline and at least 2 years subsequent relevant work experience, or completion of Certificate IV in nursing or related health discipline and extensive relevant work experience, or a combination of extensive relevant work experience in supporting nursing and midwifery teaching in a higher education environment and relevant training/education.
2. Demonstrated experience in coordinating the preparation, organisation and distribution of equipment, consumables and materials in nursing /midwifery laboratories and other sites of teaching and research.
3. Demonstrated knowledge and application of OH&S and EH&S responsibilities in laboratory settings, including the ability to identify and mitigate risks to ensure a safe environment.
4. Demonstrated ability to support academic staff in the use of equipment, conducting and designing simulated health scenarios and running a variety of laboratories activities and classes efficiently and effectively.
5. Demonstrated ability to document and maintain a range of accurate technical records for teaching and research laboratories and projects.
6. Demonstrated organisational and time management skills including the ability to prioritise competing work demands and meet strict deadlines.
7. Demonstrated communication skills and the ability to relate well to a diverse range of staff and students.
8. Demonstrated ability to use initiative and work independently as well as work collaboratively within a team environment