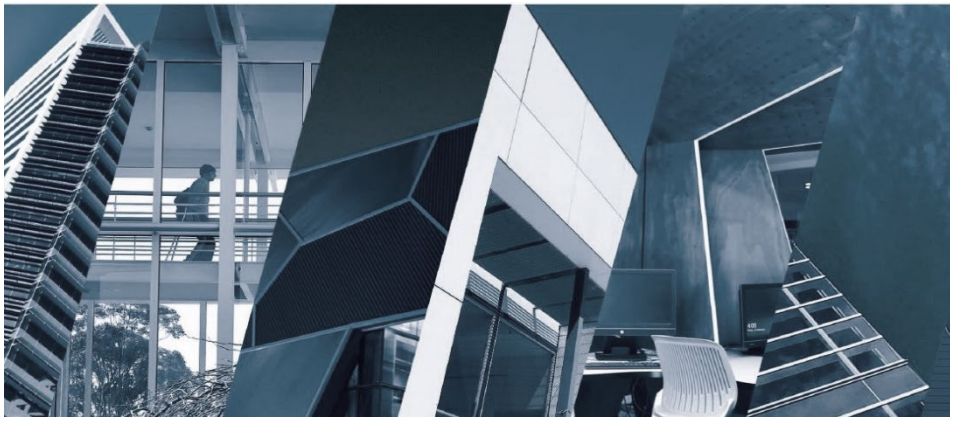
Position Description



Position title:	Technical Officer, Nursing
School/Directorate/VCO:	Academic Services and Support Directorate
Campus:	Gippsland campus. Travel between campuses may be required.
Classification:	Within the HEW Level 5 range
Time fraction:	Part-time (0.8)
Employment mode:	Fixed-term employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Ms Renny Backshall, Coordinator, Technical Services Telephone: (03) 5327 8541 Email: r.backshall@federation.edu.au
Recruitment number:	851958

Position summary

The Technical Officer, Nursing 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 for teaching purposes and collaborating with staff on program delivery aspects.

The Technical Officer, Nursing 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.

Portfolio

Academic Services and Support is a directorate within the Academic portfolio which services the needs of the Academic Schools and in particular supports the delivery of Academic programs including the administration of work integrated learning.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing

Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Provide technical support for teaching 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 ensure appropriates 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. Undertaking the responsibilities of the position adhering to:
    - the Staff Code of Conduct, Child Safe Code 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

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

The Technical Officer, Nursing 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.

Position and Organisational relationships

The Technical Officer, Nursing reports to the Coordinator, Technical Services and is responsible for organising and delivering technical support and training to programs and staff. 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 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:

Training and qualifications

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.

Experience, knowledge and attributes

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 laboratories.
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.
9. Demonstrated alignment with the University's commitment to child safety.

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

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.