

Position Description

Technical Assistant

Position No:	N/A
Department:	Office of Allied Health
School:	Allied Health, Human Services and Sports
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 4 (HEO4)
Employment Type:	Fixed Term, Part Time 0.6EFT
Position Supervisor:	Senior Technical Officer
Number:	50019314
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

School of Allied Health – <http://www.latrobe.edu.au/school-allied-health>

For enquiries only contact:

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Position Context

The School of Allied Health, Human Services and Sports sits within the College of Science, Health and Engineering. The College has nine Schools and nineteen Departments across La Trobe's multi-campus operations. The School of Allied Health, Human Services and Sports comprises of the Department of Physiotherapy, Podiatry and Prosthetics and Orthotics; the Department of Speech, Audiology and Orthotics; the Department of Dietetics, Human Nutrition and Sports; and the Department of Occupational Therapy, Social Work and Social Policy.

The Technical Assistant reports to the Senior Technical Officer and works closely with discipline and research leads, Heads of Department and the Dean and Head of School in performing a technical support role for the School of Allied Health, Human Services and Sports.

This position is required to work as part of a wider technical team which supports the teaching and research activities of the School of Allied Health, Human Services and Sports. The primary responsibilities of the position are to service practical classes within the disciplines of Physiotherapy and Occupational Therapy and contribute to the technical, occupational health and safety services of the School of Allied Health, Human Services and Sports.

Duties at this level may include:

- To set up and pack up practical classes and prepare rooms for appropriate activities according to schedules supplied by academic staff.
- Develop multiple requests into a personal timetable and liaise with staff to resolve time conflicts and clarify requirements.
- Assist with audio-visual tasks, equipment and processing information for teaching purposes.
- Regular changing of laundry and wiping down equipment in teaching rooms.
- Occasional cleaning of medical equipment using specific chemicals and techniques.
- Perform inventories and documentation gathering on school equipment and facilities.
- Check and monitor equipment and facilities so that any breakdowns or safety hazards can be dealt with promptly.
- Moving equipment from room to room and rooms to storerooms.
- Liaising with University and external contractors for the provision of repairs, testing and maintenance of equipment.
- Maintain and rationalise storerooms, and monitor and report on stock levels and equipment requirements.
- Other duties as directed by the Senior Technical Officer.

Key Selection Criteria

- 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.
- A background in Health, Health Sciences, or Science/Laboratory work.
- Demonstrated excellence in punctuality & reliability.
- Demonstrated high level organisational and time management skills.
- Demonstrated ability to pay attention to details.
- Ability to organise own and other's activities to meet objectives.
- Ability to contribute to procedures and systems within the work area.

- A positive attitude to work.
- Willingness to learn.

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: Date: