



Position Description

Technical Assistant (Nursing)

Technical Services

Faculty of Science and Health

Classification Level 4

Delegation band [Delegations and Authorisations Policy \(see Section 3\)](#)

Special conditions This appointment is conditional upon satisfying and maintaining a Working with Children Check clearance.
Able to work the required hours, with occasional evening or weekend work and flexibility to vary hours.

Workplace agreement [Charles Sturt University Enterprise Agreement](#)

Date last reviewed May 2022



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university's eight key performance indicators:

| | |
|----------------------------------|---|
| Our Students | <ul style="list-style-type: none">• Commencing progress rate• Student experience |
| Our Research | <ul style="list-style-type: none">• Research income• Research quality and impact |
| Our People | <ul style="list-style-type: none">• Engagement• All injury frequency rate |
| Our Social Responsibility | <ul style="list-style-type: none">• Underlying operating result• Community and partner sentiment |



Faculty of Science and Health

The [Faculty of Science and Health](#) is a dynamic and diverse Faculty with teaching and research expertise. The Faculty unites a broad profile of professional and industry aligned courses and our graduates are highly sought after, making a strong contribution to our regions and globally. With proven capability in the natural, physical, animal and health sciences we are delivering on our vision to enhance the scientific capability of Australia and its regions, responding to the health and well-being of our communities and having a global impact. Our students are taught in excellent facilities which can be accessed across our campus footprint and we have strong on-campus, online learning and work-integrated learning capabilities. As a leader in contemporary strategic and applied research the Faculty of Science and Health prepares future researchers through our higher degree research program and provides scientific solutions to current regional, national and global challenges both independently and in collaboration with our research institutes.

The Faculty is made up of five Schools

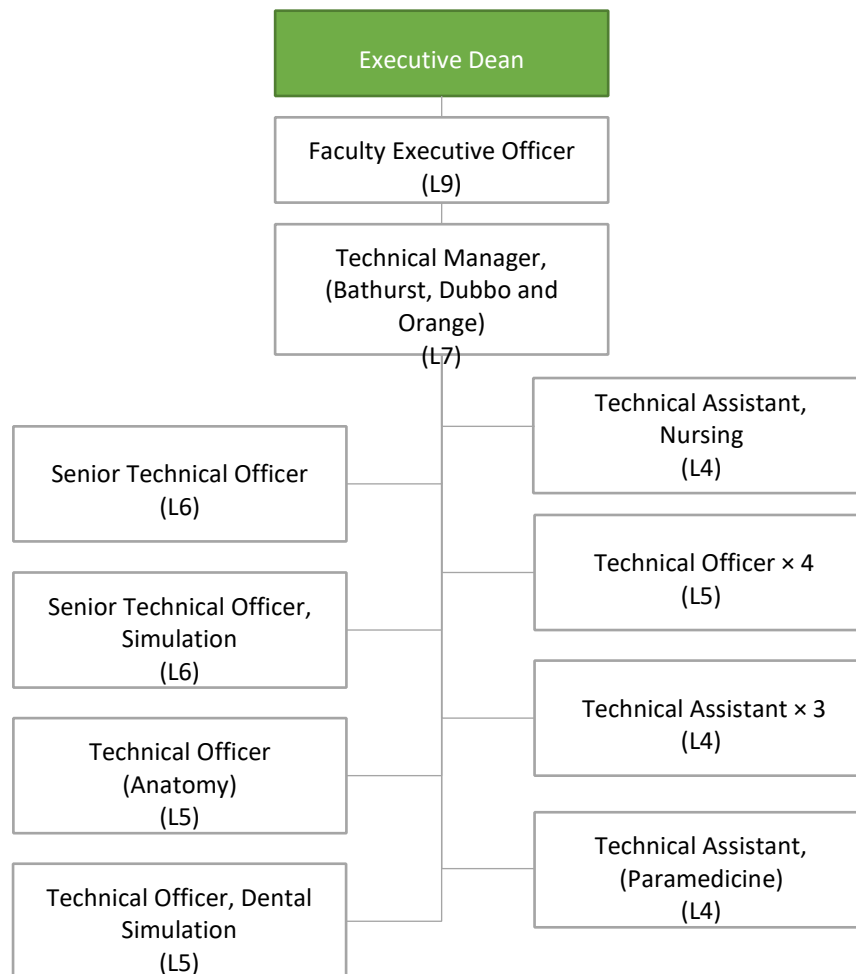
- School of Agricultural, Environmental and Veterinary Sciences
- School of Allied Health, Exercise and Sports Sciences.
- School of Dentistry and Medical Sciences
- School of Nursing Paramedicine and Healthcare Sciences
- School of Rural Medicine

We are the home of Three Rivers University Department of Rural Health, the Biosecurity Training Centre and the University Enterprises in Veterinary Practice, Dentistry and Oral Health, the Community Engagement and Wellness Centre, the Charles Sturt Winery as well as having a close relationship with the Charles Sturt farm.

Further information on the Faculty of Science and Health may be found here - <https://science-health.csu.edu.au/home>



Organisational chart



Reporting relationship

This position reports to: Technical Manager (Bathurst, Dubbo and Orange)

This position supervises: Nil

Key working relationships

- Academic Staff
- Technical Staff
- Faculty stakeholders
- University stakeholders



Position overview

This position has a specialised focus and as such requires skills, qualifications and experience in nursing and allied health.

The successful applicant will be part the Bathurst, Dubbo and Orange Technical Team providing technical and laboratory support for teaching and research in the Faculty of Science. Key tasks include, but not be limited to, preparation and breakdown of classes, assistance during classes under the guidance of teaching staff, the safe operation of specialised equipment, the maintenance of inventories, and assistance with audits and risk management processes. As part of the technical team there will be technical responsibilities across all Schools in the Faculty.

Principal responsibilities

Provide quality technical support for undergraduate teaching classes, research staff, clinics and stakeholders delivering outcomes in a timely, flexible and efficient manner:

- Prepare and co-ordinate materials as assigned, including preparation and breakdown of classes, assistance during classes under the guidance of teaching staff, and the safe operation of specialised equipment;
- Provide guidance, inductions and equipment training for users, including being present and accessible during scheduled class activities; and
- Assist with the development of new protocols and advise on safety aspects and time constraints.

Ensure the work environment is kept clean and safe:

- Contribute to facility compliance with relevant statutes, regulations, standards, codes of practice and CSU policies, procedures and guidelines;
- Develop and maintain essential risk management documentation (e.g. safe work procedures, inductions and training records) in consultation with stakeholders; and
- Assist with the maintenance of records, facilities and associated equipment.

Develop and maintain teamwork and a supportive work environment:

- Actively participate and maintain co-operative working relationships to ensure a high standard of customer service and successful delivery of quality outcomes for stakeholders;
- Develop a cooperative working relationship with academic staff to ensure the smooth running of classes, field trips and quality research outcomes are achieved;
- Assist other professional/general staff as required; and
- Participate in University projects and community events as appropriate.

Other duties appropriate to the classification as required.



Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

| | |
|---|--|
| Focus on service | Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct). |
| Take action | Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects). |
| Adapt to change | Explore the reasons for change and be willing to accept new ideas and initiatives. |
| Network | Bring people together and build relationships that deliver desired benefits and outcomes. |
| Follow instructions and procedures | Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines. |
| Cope with pressure and setbacks | Cope with pressure, keep emotions under control, balance work and personal life, stay optimistic, handle criticism. |

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#).
- Carry out duties involving frequent bending, reaching/stretching, push/pull, squatting and repetitive lifting. Manual handling equipment may be provided.
- Manually handle pieces of equipment, which may be large and awkward, during the set up and pull down of simulated learning experiences.
- Perform repetitive and fine manipulation tasks such as cleaning, drying and repackaging of equipment.
- Physically able to sit or stand for extended periods of time to perform work tasks, including computer related activities.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Completion of an Associate Diploma level qualification in science or related discipline with relevant work related experience or a certificate level qualification with post certificate relevant work experience; or year 12 and normally at least 4 years' relevant work experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated knowledge and proficiency in nursing and allied health and the operation and maintenance of specialised clinical equipment.
- C. Experience in the preparation of risk assessments and safe work procedures and proven ability in the safe use, handling and disposal of hazardous substances and dangerous goods.
- D. Proven strong organisational ability to meet deadlines and maintain accuracy in a high-volume work environment.
- E. Demonstrated ability to work independently and within a productive, efficient and collegial team environment.
- F. Demonstrated ability to follow instructions and procedures, including safe work procedures and carry out routine duties to a consistently high standard.

Desirable

- G. Previous experience working in a tertiary environment.
- H. Experience in health simulation techniques.
- I. Electrical Test and Tag qualification.



● - Capital city ● - Campus location

