

POSITION DESCRIPTION – General Staff

Position Title: Technical Officer (TO3) Level: 5
 Faculty/Division: Health & Behavioural Sciences Department/Location: School of Health Sciences

Primary purpose of the position:

The School of Health Sciences is seeking the services of an exceptional Technical Officer, who, with the appropriate qualifications, experience, and knowledge to operate in an academic environment, can provide technical operational support to the School of Health Sciences (SHS). Whilst the main purpose of the role is to provide technical assistance and support in the Human Anatomy Laboratory, the position is also required to provide technical support across all teaching laboratories of the School.

Position Environment:

The School of Health Sciences offers a dynamic research and teaching environment with primary foci on Medical and Health Sciences, Exercise Science & Rehabilitation, Nutrition & Dietetics, Public Health and Occupational Health and Safety.

Major Accountabilities/Responsibilities:

Responsibilities		Percentage of Time	Office Use Only
1.	Human Anatomy Laboratories Provide support in all activities undertaken within the Human Anatomy Laboratory including (but not limited to): <ul style="list-style-type: none"> • Perform dissections of human cadaveric specimens • Setting up and dismantling all equipment and specimens that are required for practical classes • Provide technical assistance, where appropriate, when classes are operating • Assist with procurement, repair and maintenance of equipment • Urgent and flexible response to equipment &/or setup problems during practical classes 	75%	<input type="checkbox"/>
2.	Other Laboratories Assist with the ongoing operations of other teaching laboratories within SHS. This includes (but not limited to): <ul style="list-style-type: none"> • Usage scheduling • Setting up and dismantling equipment required for practical classes • Calibration of relevant equipment • Provide technical assistance, where appropriate, when classes are operating • Overseeing the procurement, repair and maintenance of specified equipment 	25%	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Planning for equipment replacement schedules as appropriate • Assist with the ongoing purchase of consumables required for teaching • Urgent and flexible response to equipment &/or setup problems during practical classes 		
3.	OH&S Management and Coordination <ul style="list-style-type: none"> • Contribute to ensuring OHS requirements are implemented across all laboratories • Maintain current understanding of NSW OH&S legislation 	Ongoing	
4.	Other Support other technical officers in activities associated with the School's laboratories on a needs basis	Ongoing	
5.	Observe principles and practices of Equal Employment Opportunity.	Ongoing	

Reporting Relationships:

Position Reports to: SHS Manager
The position supervises the following positions: N/A

Selection Criteria - Knowledge & Skills:

Essential:

- Extensive knowledge of human anatomy
- An understanding of the NSW Anatomy Act (1977) and the NSW Human Tissue and Anatomy Legislation Amendment Act 2003 which has led to demonstrated experience in the ability to apply this legislation to the workplace
- Knowledge of and demonstrated experience in applying OHS principles in a variety of laboratory settings.
- Demonstrated understanding of manual handling and team lifting techniques
- Demonstrated proficiency of working independently and managing competing priorities
- Demonstrated experience in liaising and communicating effectively with academic staff and students
- Familiarity with computer systems and demonstrate proficiency in MS Office suite

Desirable:

- Knowledge of physiology and exercise science teaching equipment

Selection Criteria - Knowledge & Skills:

Essential

- Minimum of Bachelors Degree in related field (such as Medical Science) or a combination of education/ experience / training deemed to be equivalent
- At least 2 years experience in human tissue dissection

Desirable

- Experience in embalming of human anatomical specimens.

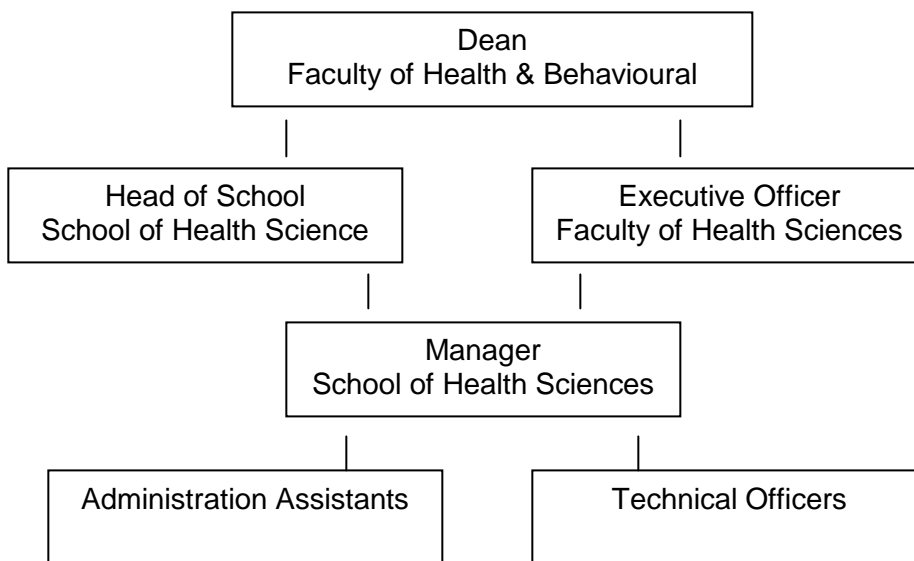
Personal Attributes

- Excellent time management and organisation skills
- Attention to detail
- Ability to work effectively within, and contribute to a work team
- Excellent communication skills

Special Job Requirements

- Class C Drivers License required
- May occasionally be required to work early morning or evening
- Manual handling will be a regular part of this role

Organisational Chart



Approval

Approval by Head of Unit _____

Date: _____

Approved by Personnel _____

Date: _____