

POSITION DESCRIPTION – Professional Staff
For levels 1 to 5

Position Title: Technical Officer

Level:

5

Faculty/Division: Science, Medicine and Health

Department/Location:

Physiology and Anatomy Laboratories

Primary purpose of the position:

To provide technical assistance and support in the Human Physiology and Anatomy Laboratories including maintenance of equipment and human anatomical specimens and preparation of the lab for teaching.

Position Environment: (Optional)

The Faculty of Science, Medicine and Health (SMAH) is one of 5 faculties at the University of Wollongong. It is comprised of the Schools of Biological Sciences, Chemistry, Earth & Environmental Sciences, Medicine and Nursing & Midwifery. The Faculty delivers innovative teaching and leading research in the fields of science, medicine and health, and strives to connect students, business and community at the rural, regional, national and global levels.

The Faculty has 5,120 undergraduate and postgraduate students onshore and offshore, supported by 292 academic staff and 136 professional services staff. In addition to the Wollongong campus, we operate on 4 regional campuses (Batemans Bay, Bega, Shoalhaven and Southern Sydney) and numerous rural sites throughout NSW.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Set up and dismantling equipment and specimens. Preparation for undergraduate practical classes. This will provide support for a variety of physiology, science and anatomy labs.	50%	<input type="checkbox"/>
2. Provide technical assistance, where appropriate, when classes are operating.	10%	<input type="checkbox"/>
3. Assist with procurement, repair and maintenance of equipment.	10%	<input type="checkbox"/>
4. Maintain housekeeping practices at a high level.	10%	<input type="checkbox"/>
5. Assist with the ongoing administration requirements of the laboratories including the maintenance of databases	10%	<input type="checkbox"/>
6. Coordination of student information for subjects as required, including allocation into practical classes and tutorials	10%	<input type="checkbox"/>
7. Assist with staff and student induction/authorisation procedures. Non-academic supervision of students.	Ongoing	<input type="checkbox"/>
8. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	Ongoing	<input type="checkbox"/>

9. Observe principles and practices of Equal Employment Opportunity.	Ongoing	■
10. Have WHS responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document.	Ongoing	■

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Technical Services Manager

The position supervises the following positions: Nil

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Knowledge of human anatomy and knowledge of human physiology
- Knowledge of and demonstrated experience in applying WHS principles in a variety of laboratory settings.
- Demonstrated proficiency in working independently and managing competing priorities.
- Familiarity with computer systems.

Desirable:

- An understanding of the NSW Anatomy Act 1977 and the NSW Human Tissue and Anatomy Legislation Amendment Act 2003 and demonstrated experience in applying this legislation in the workplace.
- Demonstrated understanding of manual handling, machine assisted and team lifting techniques.
- Experience managing data in databases, both simple and complex.

SELECTION CRITERIA - Education and Experience:

Essential:

- Experience using laboratory equipment relevant to physiology and exercise science.
- Completed an undergraduate degree in a related field (such as medical science) or a combination of education/experience/training deemed to be equivalent.
- Demonstrated experience in liaising and communicating effectively with academic staff and students.
- Demonstrated experience working with and developing documentation of systems.

Desirable:

- Experience in set up and running of undergraduate lab classes.
- Previous experience in human tissue dissection.

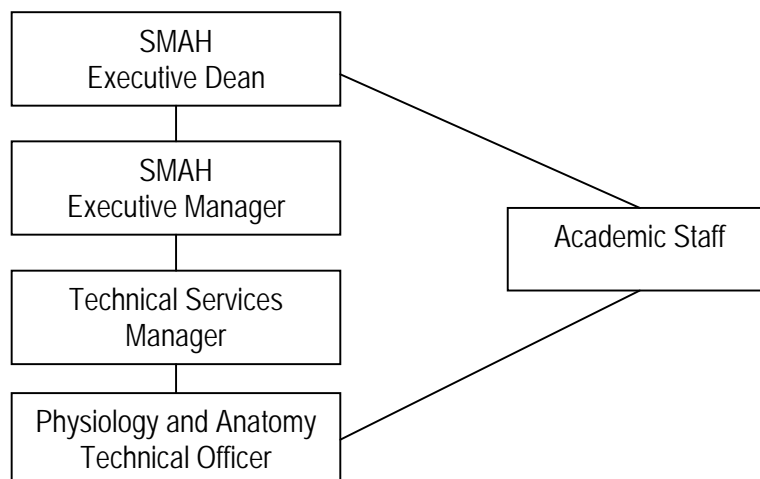
Personal Attributes:

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

Special Job Requirements:

- An appropriately respectful attitude to the sensitivities and ethics of working with human cadavers.
- May occasionally be required to work early mornings or in the evenings.
- Manual handling will be a regular part of this role.

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____