

## Position Description – Technical Assistant - Simulated Learning Environments

Updated 2 April 2026

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Technical Services
Supervisor (Title)	Senior Coordinator, Simulated Learning Environments
Classification	Higher Education Officer Level 4
Employment Type	Fixed-term, full-time.

POSITION SUMMARY
<p>Under routine to general supervision, the position will be responsible for assisting and supporting the technical team in a range of technical functions within Teaching Technical Support team. The position primarily supports Simulated Learning Environments across Medicine and Paramedicine teaching programs by ensuring student workshops are prepared and set up to enhance the learning experience of the students. This role will also support the preparation of practicals at Festival Plaza.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>• contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.</i></p>

### KEY POSITION RESPONSIBILITIES

*The Technical Assistant Simulated Learning Environment is responsible for:*

1. Assisting in the operations within the Simulated Learning Environment Medicine and Paramedicine facilities including the setting up and dismantling of specialised practical teaching and assessment sessions.
2. Support the setup and pack down of practicals held at Festival Plaza.
3. Assisting to maintain a range of complex equipment in good working order including its assembly, testing and repairing.
4. Providing support to ensure equipment is clean and functional within the education facility.
5. Assisting in the management of Work Health and Safety (WHS) within Medicine and Paramedicine teaching spaces.
6. Maintaining records of equipment inventories, consumables register, maintenance schedules and stores orders.
7. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

- Completion of a diploma or Certificate IV level qualification with relevant work related experience; or completion of a post-trades certificate and extensive relevant experience and on-the-job training; or completion of a Certificate III with extensive relevant work experience, or equivalent combination of relevant experience and/or education/training.
- Demonstrated experience with Simulated Learning Environment technical equipment across Medicine and or Paramedicine.
- Demonstrated ability to set and prioritize workloads.
- Demonstrated ability to work both autonomously and effectively as part of a team, with a willingness to work flexibly.
- Demonstrated experience in using modern technology.
- Demonstrated experience with stock management.
- Proven ability to work under routine to general supervision.
- Effective oral and written communication skills and interpersonal skills.
- Ability to work flexible hours.
- Current knowledge of Work Health Safety (WHS) Legislation, including risk management.