

# Position Description – Technical Officer Biomedical Engineering

Updated 5 January 2026

## POSITION DETAILS

College	College of Medicine and Public Health
Organisational Unit	Technical Services
Supervisor	Senior Manager, Technical Services
Classification	Higher Education Officer Level 5 Choose an item.
Employment Type	Fixed-term, Part-time

## POSITION SUMMARY

Under general direction, working both autonomously and as part of a team, the Technical Officer Biomedical Engineering provides whole lifecycle technical support for a range of highly specialised biomedical and instrumentation-related laboratory equipment. Mechanical expertise and minor construction experience are key elements of this role..

## UNIVERSITY EXPECTATIONS AND VALUES

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:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order 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;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Work Health and Safety, Injury Management and Equal Opportunity policies.

*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.*

*Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy*

## KEY POSITION RESPONSIBILITIES

The Technical Officer Biomedical Engineering is responsible for the following:

- Participating in evaluation and recommendation of highly specialised laboratory equipment prior to purchase.
- Undertaking pre-use acceptance testing procedures to Australian standards, installation of equipment and disposal of equipment using standard methodologies.

**THE 2025 AGENDA**

- Using initiative and innovation, repairing a range of highly specialised laboratory equipment including centrifuges, water baths, incubators, pumps, microtomes etc. to a component level
- Performing routine maintenance, calibrations, and inspections according to established procedures, and to coordinate the development of procedures should none exist.
- Providing technical advice and training to users of highly specialised laboratory equipment.
- Preparing informative reports on the status of equipment and recommendations for replacement as required.
- Undertaking the construction and modification of equipment for specific purposes as required.
- Maintaining asset records of all work performed.
- Applying judgement, innovation, and expertise to formulate problem-solving techniques.
- Assisting with the supervision and training of student placements as required.
- Preparing technical reports and various technical documentation as instructed.
- Provide technical instructions, workshops, and training to various groups as required.
- Work and communicate collaboratively with a range of stakeholders including college researchers, Property Facilities and Development, Biomedical Engineering, and FMC Environmental Services
- 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 degree without subsequent relevant experience; ; or an equivalent combination of experience and/or education and/or training in technical or administrative fields.
- Knowledge of electronics and knowledge of Australian electrical safety standard AS/NZ 3760.
- Demonstrated ability to apply critical analytical skills to determine the root cause of highly specialised equipment failures and subsequently facilitate repair.
- Effective to well-developed written communication skills to provide clear and concise written reports of a technical and administrative nature.
- Able to demonstrate an informed level of workshop skills and abilities including a logical approach to complex problem solving and critical thinking leading to innovative and productive outcomes.
- Effective to well-developed interpersonal skills, including experience in building relationships and networks with a broad range of internal and external stakeholders.
- Demonstrated routine to general organisational and administrative abilities, including the ability to be proactive and take initiative in problem solving, set priorities, meet competing deadlines, and make sound independent judgements.
- Sound knowledge and experience in the application of the University WHS policies and procedures.
- Ability to work autonomously and in a team environment, prioritise and plan workload on a continuing basis.
- Able to learn and adapt with advances in technology and workplace demand changes.