

Position Description – Technical Officer (Health Science)

Updated 10 August 2026

POSITION DETAILS

College/Portfolio	College of Health and Enablement
Organisational Unit	Healthcare Simulation
Supervisor (Title)	Senior Manager, Healthcare Simulation
Classification	Higher Education Officer Level 5
Employment Type	Continuing, part-time (0.8FTE)

POSITION SUMMARY

Under general direction, the Technical Officer will provide services in a range of technical functions, including simulation activities, to support the Health Science programs of the College of Health and Enablement in Bedford Park campus. The incumbent will use their wide range of science experience to support the learning requirements of students working in the Health Science Laboratories in accordance with university course requirements.

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.

In addition, it is a requirement of this position that the incumbent maintain a current Child Related Employment Screening which is satisfactory to the University in accordance with the Children's Protection Act 1993 (SA).

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A National Police Clearance Screening which is satisfactory to the University will be required 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 or the relevant state where the position is operating.

KEY POSITION RESPONSIBILITIES

1. Prepare the laboratory environment for Health Sciences and Clinical Skills practicals in accordance with university course requirements, liaising when applicable, with the Senior Manager, Team Leader, topic coordinators, academic and other laboratory staff.
2. Assist with Work Health & Safety (WHS) within teaching spaces including Safe Work Procedures (SWP), Risk Assessments (RA) and Workplace Inspection (WPI) records, equipment, biological specimens, hazardous chemicals management (e.g. CHEMWATCH) and dangerous goods.
3. Assume the functional responsibilities of the Team Leader in their absence.
4. Provide technical advice and assistance during practical classes including demonstration of equipment, procedures and techniques as required to ensure effective and safe operation.
5. Maintain, monitor, and supervise stock control for smooth operation of all programs.
6. Set up and dismantle equipment following each practical ensuring all equipment is appropriately cleaned, checked, stored, and maintained. Ensure that maintenance requirements are followed in accordance with relevant policy and legislation.
7. Liaise and collaborate with manufacturers, industry partners and company reps to ensure product support, maintenance and troubleshooting is managed with minimal impact to students' experience.
8. Collate, record, report and resolve IT, AV, and laboratory equipment faults to minimise interruption to student learning.
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Qualification in Science, Chemistry, Biology, Health Science or an equivalent combination of experience and/or education and training relevant to the position.
- Demonstrated well-developed interpersonal and oral communication skills including demonstrated customer relationship skills and ability to develop productive relationships with colleagues, other staff at all levels within the organisation, and with external contacts and stakeholders.
- Demonstrated ability to work autonomously and independently, with limited supervision or as part of a team.
- Demonstrated knowledge of Workplace Health and Safety legislation, including risk assessments, safe work procedures and management of hazardous substances.

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- Proven ability to take initiative in problem solving, prioritise tasks and meet deadlines.
- High level of attention to detail and organisational skills, with a willingness to work flexibly including shift work.
- Previous experience in Clinical or Health Science laboratory environment will be an added advantage.



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