

Position Description – Technical Officer (Teaching Support)

Updated 9 October 2025

POSITION DETAILS	
College	College of Science and Engineering
Organisational Unit	College Services, Technical Services
Supervisor	Laboratory Manager
Classification	Higher Education Officer Level 5
Employment Type	Continuing, Full-time

POSITION SUMMARY
<p>Under general direction, the Technical Officer (Teaching Support) operates within a team to provide laboratory and field support for undergraduate practical teaching in the College of Science and Engineering. The teaching support technical team have flexible skills to enable them to interchange services across different areas in the College's teaching program.</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"> • 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender based violence. Appointment to this role is conditional on the completion of required pre employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender Based Violence (2025), and a Nationally Coordinated Criminal History Check.</i></p>

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KEY POSITION RESPONSIBILITIES

The Technical Officer (Teaching Support) is accountable for:

1. Contributing to the provision of technical support for undergraduate practical laboratory and field sessions of multiple disciplines.
2. Contributing to the preparation of materials and consumables for timely and quality delivery of practical exercises and in support of project and field work including:
 - Informed discussion and liaison with relevant topic coordinators and associated teaching staff regarding topic requirements;
 - Working in conjunction with the teaching support technical team to ensure effective delivery of practical teaching sessions and efficient and cooperative use of space and resources;
 - Ensuring compliance with established safety procedures;
 - Preparing materials and ensuring that collection permit requirements, handling, storage and disposal is within relevant local and University guidelines;
 - Maintaining accurate topic technical notes in the established format;
 - Maintaining records of chemical and consumable requirements to facilitate stock control and purchasing.
 - Liaising with internal and external organisations.
3. Contributing to practical exercise development and revision.
4. Design and delivery of technical training to staff and students in laboratory or field equipment and processes.
5. Maintaining a safe and functional teaching laboratory environment including:
 - Ensuring routine maintenance of equipment and timely repair;
 - Establishing and maintaining topic and chemical risk assessments;
 - Ensuring WH&S compliance.
6. Contributing to the identification of changing resource and operational needs in consultation with the Laboratory Manager and other team members.
7. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A degree with a relevant science focus, or an equivalent combination of experience and/or education/training.
- Sound knowledge of contemporary biological, chemical, physical or earth sciences, with demonstrated experience in field or laboratory techniques, and the use, care and maintenance of associated equipment.
- Proven ability to work effectively and cooperatively in a busy team environment.
- Excellent organisational skills including demonstrated ability to prioritise work and meet competing deadlines.
- Proven ability to use initiative and exercise judgement.
- Well-developed interpersonal, written and oral communication skills, including the ability to effectively communicate with all levels of staff and students.
- Demonstrated understanding of the scope and relevance of workplace health and safety issues in both the laboratory and field.
- Proven competency in the use of a range of novel and standard application software including Microsoft Word and Excel.
- Demonstrated commitment to work-related continuing education, training and/or learning.
- Sound knowledge of and interest in the broader and diverse fields of research and teaching in the relevant sciences.
- Experience in the preparation and presentation of undergraduate science laboratory practicals and/or field exercises.

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