

Position Description – Senior Technical Officer (Team Leader)

Updated 22 September 2026

POSITION DETAILS

College/Portfolio	College of Health and Enablement
Organisational Unit	Healthcare Simulation Hub
Supervisor (Title)	Senior Manager, Healthcare Simulation
Classification	Higher Education Officer Level 6
Employment Type	Continuing, Full-Time (1.0 FTE)

POSITION SUMMARY

Under general direction, the Senior Technical Officer (Team Leader) will provide services in a range of technical functions, including simulation activities, to support the programs of the College of Health and Enablement in Bedford Park and on some occasions, other Flinders University's Campus's. Under general direction the incumbent will use their wide range of clinical experience to ensure that workshop preparation and associated simulation equipment supports the learning requirements of students working in the Healthcare Simulation Laboratories in accordance with university course requirements. In addition, the position will provide functional supervision such as training, scheduling, task assignments, and checking on work performed by the Technical Officers team at Flinders University Campus's.

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 and Excellence
- demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent.
- 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;
- 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.

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In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).

A Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

KEY POSITION RESPONSIBILITIES

1. Managing and leading a team of service-oriented professionals, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver high quality services.
2. Coordinating the day-to-day activities and distribution of workloads as required in consultation with other Team Leaders and Senior Manager – Healthcare Simulation in other campuses
3. Organise the reallocation of staff duties and workloads in the event of staff absence.
4. Plan and prepare the laboratory environment for clinical simulation workshops in accordance with university course requirements liaising when applicable with the Senior Manager – Healthcare Simulation, course coordinators, and academic and other laboratory staff.
5. Provide technical advice and assistance during practical classes including demonstration of simulation equipment, procedures and techniques as required and to ensure safe and effective operations.
6. Assume the functional responsibilities of other Team Leaders and Senior Manager in their absence.
7. Quality control of clinical laboratory setups with a student-centred focus.
8. Maintaining, monitoring and supervising stock control for smooth operation of all programs.
9. Plans, coordinates, and manages resources including rostering and local timetabling to ensure clinical skills laboratories activities are suitable and appropriate to the area and topic.
10. Ensuring a safe environment for staff and students by following WH&S requirements and ensuring that all equipment is appropriately checked, stored and maintained in accordance with relevant policy and legislation.
11. Coordinates and advises the development and maintenance of documents relating to laboratory student and staff safety.
12. Ensure that maintenance requirements of simulation laboratory equipment are followed in accordance with relevant policy and legislation.
13. Liaise and collaborate with manufacturers, industry partners and company representatives to ensure product support, maintenance and troubleshooting is managed with minimal impact to students' experience as well as to enhance the technical functions of the laboratories.
14. Collate, record, report and resolve Information Technology, Audio Visual and Simulation equipment faults to minimise interruption to student learning.
15. 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 Nursing / Midwifery or an equivalent combination of experience and/or education and training relevant to the position.

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- Proven knowledge and experience in clinical health care settings encompassing all levels of patient acuity.
- Demonstrated experience with clinical teaching and assessment set up, including knowledge of and familiarity with equipment used for clinical teaching purposes.
- Proven ability to work effectively in a team environment and to take a functional supervisory role within a team.
- Demonstrated ability to manage and support a team to effectively deliver desired work outcomes
- Effective oral and interpersonal skills, including the ability to provide effective and appropriate information and advice to a wide range of staff and provide instructions to students.
- Effective written communication skills, and written communication skills, including the capacity to draft correspondence and respond to enquiries autonomously.
- Well-developed ability to plan and manage complex workflows with non-negotiable deadlines and to balance competing demands for resources during peak periods.
- Strong analytical and problem-solving skills and the ability to apply these skills to topic administration, rostering and timetabling.
- Previous experience and knowledge relating to all levels of clinical simulation in a university or teaching environment.
- Previous experience in a supervisory role an advantage.

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