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|------------------------|-------------------------------------------------------------|
| <b>Position Title</b>  | Technical Officer - Simulation & Practical Experience (SPE) |
| <b>Group/Portfolio</b> | Griffith Health - Technical Partners Health                 |
| <b>Classification</b>  | HEW 4                                                       |
| <b>Position Number</b> | 00051101                                                    |
| <b>Reports To</b>      | Team Leader - Nursing and Midwifery                         |
| <b>Employment Type</b> | Continuing                                                  |

## 1.0 Position Purpose

Provide effective technical support to learning activities, with a particular focus on simulation and practical experience, within specialised teaching facilities. Work collaboratively with the Team Leader Nursing and Midwifery (SPE) and Senior Technical Officers (SPE) building functional partnerships and supporting practical student activities primarily within the disciplines of Nursing, Midwifery and Paramedicine and as required disciplines associated with the School of Health Sciences and Social work and other relevant areas within Technical Partners Health

## 2.0 Eligibility Requirements

Completion of a relevant Health based degree or associate diploma level qualification with subsequent relevant experience working within a student practical skills environment or a simulation, or healthcare provider and/or an equivalent level of knowledge gained through any other combination of education, training and/or relevant experience.

## 3.0 Key Responsibilities

- Prepare, set up and dismantle practical teaching apparatus and equipment as specified in laboratory resource statements and create, maintain and review laboratory resource statements, risk assessments, standard operating procedures and supporting documentation to support cross-campus consistency for simulation and practical activities.
- Collaborate with course convenors to develop procedures and activities and implement best practice to support student learning outcomes for simulation and practical activities.
- Implement simulation scenarios & activities including the preparation of simulated medical documentation or electronic medical records, pre-running simulated setups to ensure effective operation.
- Undertake stocktakes and maintain consumable and equipment supplies by undertaking market assessments and organising quotes, maintaining records and placing orders for consumables and equipment, according to agreed budgets
- Undertake routine maintenance and repairs of equipment and simulation technologies and implement preventative maintenance strategies, to industry

- standards, to ensure availability and functionality for student classes
- Assist with planning and scheduling of simulation and clinical skills and demonstrations and self-directed learning.
  - Provide technical instruction of teaching equipment and technologies to academic and sessional staff and students as required.
  - Assist in preparation and support of special purpose events including community engagement activities, Open Day and professional development workshops.
  - Lead and promote adherence to the principles of respect, high performance, inclusion, collaboration, and integrity as outlined in the Health Group Charter and exhibit good practice in relation to the same.
  - This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
  - Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
  - Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

#### 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self/Others section of our [Capability Development Framework](#).