

Position Title	Technical Officer
Group/Portfolio	Griffith Health / Technical Partners Health – Laboratory and Preclinical Experience (LPE)
Classification	HEW 4
Position Number	00054599
Reports To	Team Leader Pre-clinical Experience
Employment Type	Continuing

1.0 Position Purpose

Under general direction of the Team Leader Pre-clinical experience and in close collaboration with Technical Manager (LPE) and Scientific Officers, this position is required to work across a range of specialised teaching pre-clinical facilities and assist with pre-clinical support, for student pre-clinical teaching practicals, primarily within the disciplines of dentistry and dental clinical skills, and a range of other mixed disciplines across Technical Partners (Health) and in partnership with academic and professional staff colleagues.

2.0 Eligibility Requirements

The occupant of this position will have completed a Health or Science associate diploma qualification, with relevant laboratory work-related experience; or equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Interpret laboratory manuals and resource statements to set-up practical classes and collaborate with course conveners and more senior technical staff to facilitate the development and improvement of new and existing experimental protocols and regularly update associated pre-clinical facilities and protocols documentation.
- Set up, pre-run, service and dismantle pre-clinical activities related to dental clinical activities.
- Ensure all equipment is operational and well maintained. Prepare and update repair schedules, carry out and/or organise regular preventative maintenance and/or calibration of equipment to ensure availability and functionality for teaching programs.
- Ensure the professional standards and preparation of pre-clinical area is maintained and the appropriate labelling and storage of resources.
- Develop and maintain productive relationships with relevant scientific organisations and suppliers. Attend further training to develop skills and keep abreast of technological advances.

- Assist in the preparation and support of special purpose events including community engagement activities, workshops, and pathway programs.
- Keep stakeholders informed of progress with respect to tasks, participate in team meetings, and carry out other duties in keeping with the level of appointment as directed by Technical Manager LPE.
- 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.
- 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** section of our [Capability Development Framework](#).