

Position Title	Scientific Officer Preclinical Experience
Group/Portfolio	Griffith Health / Technical Partners Health – Laboratory and Preclinical Experience (LPE)
Classification	HEW 5
Position Number	00057233
Reports To	Team Leader – Preclinical experience
Employment Type	Continuing

1.0 Position Purpose

Scientific Officer is responsible, under the general direction of the Team Leader Preclinical experience and in close collaboration with academic staff, course conveners, Manager - Laboratory and Preclinical Experience (LPE) and other team members, for the provision of technical and scientific support to teaching and learning activities primarily for the School of Medicine and Dentistry and other relevant areas within the Health Group.

2.0 Eligibility Requirements

- Completion of a relevant Health based degree or a combination of equivalent qualifications, relevant training, knowledge and/or experience successfully providing technical support to Paramedicine/Medicine or a similar work environment.

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 learning and teaching 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.
- Coordinate, set up, calibrate, service and dismantle equipment within specialised learning and teaching laboratories and facilities. Provide technical instruction of teaching equipment to academic, sessional staff and students as required.
- 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.

- Provide technical instruction of teaching equipment and technologies to academic and sessional staff and students as required.
- Liaise with external agencies and equipment suppliers to maintain and develop knowledge in technological advances in equipment and techniques. Implement preventative maintenance and repair schedules for minor and major equipment to industry standards, and on equipment replacement strategies as required.
- Assist with timetabling of teaching laboratories and allocate equipment and space resources according to defined demands.
- Assist in planning, preparation and support of special purpose events including workshops, assessment activities, commercial activities, 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.
- 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](#).