

Position Title	Dental Assistant Team Leader – IPP
Group/Portfolio	Health Group
Classification	HEW 5
Position Number	00056592
Reports To	Dental Clinic Manager
Employment Type	Continuing

1.0 Position Purpose

The IPP Team Leader is responsible for managing the day-to-day operations of the private suites within the Griffith Dental Clinic. They will provide leadership, management, education/ training and organisation of Dental Assistants who support the patient management within the private suites by assisting registered dentists/ specialists and following infection control guidelines in accordance with the Australian Standards.

The role will be required to provide cover in the Learning and Teaching or CSSD teams, as required, to support Clinic organisational needs including to cover for staff absences.

2.0 Eligibility Requirements

- An Australian Dental Assistant qualification
- Current CPR/First Aid Certificate from a recognised provider
- Current Queensland Blue Card

3.0 Key Responsibilities

- Manage the day-to-day activities in private suites whilst working collaboratively with academic and professional staff colleagues.
- Lead the IPP Team and provide guidance and supervision of the IPP Team by ensuring the team provides professional support to students, academics, and their patients.
- Participate in the training/evaluation/counselling and mentorship of trainee Dental Assistants and the broader Dental Clinic Team.
- Manage incidents within the clinics as part of an overall risk management approach.
- Facilitate staff induction, development, performance management, team cohesion and culture building.
- Ensure team compliance with workplace health and safety requirements.
- Ensure patient care and infection control in accordance with the Australian Standards and Guidelines.

- Ensure the efficient operation of the private suites to provide seamless support to the CSSD and Reception Teams.
- Prepare reports related to stock control and workflow issues.
- Accurately facilitate ordering to ensure that stock and equipment levels are maintained to support the effective operation of the IPP department.
- Undertake audits and stocktake of inventory to ensure that stock is appropriately monitored and managed to minimise wastage.
- Contribute to process improvement initiatives to facilitate improvements to the effective running of the clinic.
- Lead Team meetings and keep the Clinic Manager informed of matters.
- Deputise for the Clinic Manager
- Maintain awareness of the impact of new developments and new dental techniques related to dental assisting and ensure that this information is shared with colleagues.
- Organise and/or participate in postgraduate or post certification courses.
- 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.
- Other duties as directed by the Dental Clinic Manager.
- 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 Others section of our [Capability Development Framework](#).