POSITION DESCRIPTION

Position Title	Technical Services Officer, Science		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Technical Services		
Nominated Supervisor	Technical Services Lead, Science (North Sydney)		
Classification	HEW 5		
CDF Level	CDF1	**Position Number**	10608720
Attendance Type	Full Time	**Date reviewed**	16-SEP-2025

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Deputy Vice-Chancellor - Catholic Mission
- Provost and Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Corporate)
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)

ABOUT THE FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences comprises three schools:

- Allied Health
- Behavioural and Health Sciences
- Nursing, Midwifery and Paramedicine

There are currently approximately 14,000 students (EFTSL) and 520 (FTE) staff in the faculty under the disciplines: occupational therapy, speech pathology, social work, exercise science, exercise physiology, nutrition science and dietetics, biomedical science, nursing, midwifery, paramedicine, digital health, physiotherapy, psychology and public health. The Faculty is represented across seven ACU campuses.

The Faculty's research broadly addresses the Future Healthcare Worker, Health across the Lifespan, and Human Performance, with some of our current research focused on Cardiovascular Disease, Metabolism, Health Services Research, Nutrition, Sports Performance and Rehabilitation, Psychology, and Mental Health.

An expanding portfolio of postgraduate courses is also available in coursework and research. Many postgraduate courses within the Faculty have been developed in conjunction with industries to meet specific needs of the professions and industry. Some postgraduate units are offered in flexible learning mode by online study. All students have professional and clinical experience that is supervised by specially qualified practitioners. Catholic hospitals and other public, private and specialty organisations, as well as schools and the health and sports industry, are involved with preparing for, promoting, and offering this valued and essential experience.

The goals of the Faculty are closely linked to and emanate from the Mission of the University. The areas of achievement by the Faculty include the key areas of teaching and learning, research and scholarship, community engagement in addition to specific objectives regarding internationalisation, quality and resource management. It has well-established procedures for evaluating performance and ensuring quality which involve students and representatives of the various statutory registration authorities and professional organisations, as well as recent graduates and employers.

Further information about the Faculty can be found at:

https://www.acu.edu.au/about-acu/faculties-directorates-and-staff/faculty-of-health-sciences

ABOUT OFFICE OF ASSOCIATE DEAN, LTPE

The Office of the Associate Dean, Learning, Teaching and Professional Experience (OADLTPE) is a unit within the Faculty of Health Sciences comprising the Departments of Technical Services, Placement Services, FHS Learning and Teaching and the FHS Student led Health Clinics. Departments in OADLTPE are responsible for providing support and service to schools in the faculty in the areas of clinical supervision, learning and teaching activity within the ACU Health Clinics and Specialised Learning Environments, and tutorial, practical and laboratory classes where specialist equipment is required.

OADLTPE facilitates excellent student learning experiences by supporting on campus learning and teaching activities within the state-of-the-art specialised learning environments across campuses including:
- Support learning and teaching activities including teaching grants and awards for staff in FHS, and
- Service to Schools in relation to the professional practice placement of health sciences students; including maintenance of placement software, including InPlace and tracking of pre-clinical mandatory requirements; and
- Developing and maintaining strategic partnerships with ACU's valued clinical partners via the Clinical Schools model; and
- Management of the Faculty's Student led Health Clinics, currently operating in Brisbane, Melbourne, Strathfield, and North Sydney in a range of disciplines; and
- Supporting the administration, resourcing and function of the Faculty's specialised learning environments.

POSITION PURPOSE

The Technical Services Officer supports the daily operations of Technical Services, ensuring all service provisions and expectations are consistently met. The role may include coordinating the activities of Technical Assistants. In addition to preparing and resetting laboratories, the Officer is expected to provide advice on experiments and equipment to academic staff and students as required.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU's Vision 2033
- Catholic Identity and Mission
- Code of Conduct for all staff
- ACU Capability Development Framework
- ACU Staff Enterprise Agreement 2022-2025
- ACU Staff Reconciliation Action Plan

The Capability Development Framework describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Plan, prepare, set up and pack down laboratories for learning and teaching activities.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Assist with the coordination, organisation and preparation of resources required for learning and teaching activities within laboratories, such as testing experiment protocols and equipment.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide technical advice and assistance for learning and teaching activities including the demonstration of use of equipment, troubleshooting and preparation of technical documents, such as user guides.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Under the general direction of Technical Services Leads, assist in setting up complex equipment for a range of experiments and demonstrations.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Routine maintenance and servicing of equipment/workspaces including repairs and modification of equipment, arranging electrical testing, calibration, recharging and cleaning. Updating software applications where required.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Store and handle hazardous substances in accordance with University and legislative guidelines; including the maintenance of Safety Data Sheets.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Maintain consumable and non-consumable stock for laboratories; which includes obtaining quotes and preparing orders for Manager's approval.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Maintain current knowledge and ensure compliance with all relevant state and industry-based regulations and legislation and ACU policies and procedures. Escalate any concerns/queries to Manager/Technical Services Lead.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Conduct risk assessments in accordance with the University's WHS Risk Management Procedure and report outcomes to Manager/Technical Services Lead.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Enter and maintain accurate data utilising a range of relevant software packages.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position solves problems that tend to be repetitive/cyclical on a regular basis.
The position mainly communicates with people within their work area.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Experience - Relevant Bachelor's degree or equivalent tertiary qualification and relevant work experience within a laboratory. • Experience - Previous experience in applying technical knowledge in a laboratory. • Skill - Demonstrated proficiency in word processing, data entry and electronic communication skills. • Experience - Demonstrated capacity to learn new skills and adapt to new technologies and a changing workplace environment. • Knowledge - Knowledge and application of work, health and safety practices within a laboratory.
Core Competencies:	• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.

Working with Children and vulnerable adults check	This role does not require a Working with Children Check.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure

