

POSITION DESCRIPTION

Position Title	Technical Services Officer, Simulation		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Technical Services		
Nominated Supervisor	Technical Services Lead, Simulation (Brisbane)		
Classification	HEW 5		
CDF Level	CDF1	Position Number	10611535
Attendance Type	Part Time	Date reviewed	13-AUG-2026

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

ACU has a bold vision for its future. Our Vision 2033 is our landmark statement of strategic direction for ACU's mission as a Catholic university to constitute a 'Christian presence in the university world confronting the great problems of society and culture'. Our mission is to help shape the coming generations in Australia and beyond, by enabling flourishing lives, fostering thriving communities, and building a more ethical future.

Our Catholic mission informs everything we do – challenging us to respect the dignity of the human person, serve the common good, and embed ethical and social justice considerations throughout our teaching and research. We strive to live our core values of truth, excellence, and service.

We are a publicly funded university, and while we are young, we have grown significantly and we and we are making our mark: we are one of the largest university contributors to the care economy in Australia and rank among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We prioritise our staff, supporting their growth with a positive culture, generous leave, and flexible work arrangements. We invite all staff to engage with our mission in whatever way is most meaningful to them – whether as Catholics, as members of other churches and faiths, or as people with no religious affiliation but who are willing to embrace our vision, mission and strategic direction. We continue to invest in our facilities and workplaces and actively involve staff in shaping the future direction of the organisation.

For further information about the university please refer to ACU's [organisational structure](#).

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 Technical Assistants. In addition to preparing and resetting specialised learning environments, the Technical Services Officer will assist in maintaining facilities and equipment to ensure they are safe, functional and fit for purpose.

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 health simulation learning environments 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 health simulation environments.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
Provide technical support and assistance for learning and teaching activities, including demonstrating the use of equipment, troubleshooting issues, and preparing technical documentation 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 with the setup of complex equipment for demonstrations and simulations.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Undertake routine maintenance and servicing of equipment and workspaces, including repairs and modifications, arranging electrical testing and calibration, recharging and cleaning equipment, and updating software applications as 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 maintaining 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 specialised learning environments, including obtaining quotes and preparing orders for manager approval.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Maintain current knowledge of and compliance with relevant state and industry regulations, legislation, and ACU policies and procedures. Escalate any concerns or queries to the Manager or 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 the Manager or Technical Services Lead.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Enter and maintain accurate data using a range of relevant software applications.	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:	• Knowledge - Relevant bachelor's degree or an equivalent tertiary qualification, together with relevant work experience. • Experience - Previous experience applying technical knowledge in a laboratory or health simulation environment. • Skill - Demonstrated proficiency in word processing, data entry and electronic communication. • Experience - Demonstrated ability to learn new skills and adapt to new technologies and changing workplace environments. • Knowledge - Knowledge and application of work health and safety practices within health simulation environments or laboratories.
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.
Pre-employment declaration and background check	Preferred candidates will be required to complete mandatory pre-employment declarations and background checks, including those related to gender-based violence and foreign interference, in line with ACU's compliance requirements.

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>