

POSITION DESCRIPTION

Position Title	Technical Services Lead, Exercise Science (Brisbane)		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Technical Services		
Nominated Supervisor	National Manager, Technical Services		
Classification	HEW 6		
CDF Level	CDF1	Position Number	10601841
Attendance Type	Full Time	Date reviewed	22-JUL-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 PD_Technical Services Lead, Exercise Science (Brisbane)

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 Lead, Exercise Science utilises specialist technical knowledge to coordinate and support technical services within specialised exercise science learning environments. The role is responsible for laboratory operations, including the preparation and set-up of learning and teaching activities, maintenance of equipment and facilities, risk management, and compliance with work health and safety requirements.

The position provides specialist advice and support to academic staff and other technical staff to ensure the effective delivery of learning and teaching activities and the efficient operation of the University's exercise science facilities. The role may supervise other technical staff.

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
Use specialist knowledge to plan, prepare, set up and pack down laboratories and facilities 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 and facilities managed by Technical Services, including testing laboratory procedures, equipment and collating resource requirements.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Maintain and service equipment and workspaces, including repair and modification of equipment, arranging electrical testing, calibration, recharging and cleaning, and updating software applications where specialist or discipline-specific knowledge is required.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide specialist technical support and advice to support learning and teaching activities within specialised learning environments.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide specialist technical advice and assistance for learning and teaching activities, including demonstrating the use of	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
equipment and troubleshooting. Prepare technical documents such as user guides.	
Maintain consumable and non-consumable stock within laboratories and facilities, 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 up-to-date knowledge of best practice, technology trends, technical systems and relevant legislation to support the delivery of curriculum.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Maintain current knowledge and work in accordance with all relevant state and industry regulations, legislation, and ACU policies and procedures. Escalate any concerns or queries to the manager.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Conduct risk assessments incorporating specialist and/or discipline-specific knowledge and report outcomes to the manager.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Participate in other Faculty and University activities such as orientation days, compliance activities, expos, student tours, university experience programs and community engagement activities.	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 is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - Relevant tertiary qualification or equivalent combination of professional training and relevant work experience within exercise science laboratories. • Skill - Demonstrated ability to apply initiative and innovation to improve laboratory operations, equipment utilisation and technical processes. • Knowledge - Demonstrated knowledge and application of work health and safety requirements within exercise science laboratories and specialised learning environments. • Experience - Demonstrated capacity to learn new skills and technologies and adapt to changing workplace requirements. • Skill - Demonstrated ability to communicate effectively with a range of stakeholders, including the provision of detailed technical information and advice.
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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. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • 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>

