



## Position Description

<b>Position Title:</b> Technical Officer, BIHS	<b>Classification:</b> Bond Level 3
<b>Faculty/School/Office:</b> Faculty of Health Science & Medicine	<b>Date Position Classified/Updated:</b> July 2025

### Purpose of the Position:

The Technical Officer, BIHS plays an important role in supporting laboratory-based and practical teaching, research, and simulation activities within the Faculty of Health Sciences and Medicine at Bond University. The position works closely with academic staff and professional staff to ensure the delivery of high-quality technical support across the Faculty's Allied Health Disciplines with a particular focus on Sport Science and Exercise Physiology. Located primarily at the Bond Institute of Health and Sport Campus (BIHS) this position is a member of the Faculty's Laboratory services team, playing an important role in ensuring safe and efficient operations of BIHS teaching and research spaces.

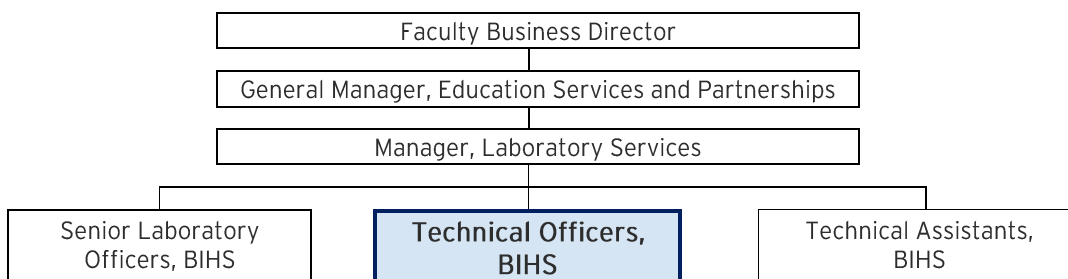
In collaboration with the Laboratory Services Team at BIHS, this position is responsible for management and maintenance of specialised equipment across the teaching and research facilities at BIHS, for maintaining an asset register, coordinating equipment maintenance and calibration, and providing training to staff and students when required. This position is responsible for the technical preparation, set-up and pack-down of practical teaching spaces, as well as for providing technical support and advice to academic staff and students during practical classes and workshops.

The position requires a strong focus on work health and safety practices and regulatory compliance, including supporting with accreditation processes, assisting with risk assessments and ensuring appropriate handling and storage of materials.

As part of the Laboratory Services Team, the position will help to foster a positive workplace culture, and deliver high-quality technical skill and service. With responsibilities spanning technical support, compliance, safety, and student engagement, the Technical Officer, BIHS ensures that the laboratories, teaching, and research spaces at the Bond Institute of Health and Sport operate at the highest standards of professionalism and integrity.

### Reporting Relationship:

This position reports to the Manager, Laboratory Services:



**Selection Criteria:**

1. A qualification in a health science and , or an equivalent combination of education and relevant experience in a technical or laboratory support position. A qualification in Exercise Science or Exercise Physiology would be highly regarded.
2. Awareness of relevant accreditation and regulatory frameworks, including ESSA standards, with the ability to support compliant practical delivery through accurate preparation and adherence to procedures. Understanding of WHS principles and safe laboratory practices, including the handling and storage of hazardous materials, and participation in risk assessments under supervision.
3. Experience supporting laboratory operations, including monitoring stock levels, assisting with inventory checks, maintaining digital records, and using software systems (e.g., Microsoft Office) to support procurement and administrative functions.
4. Ability to work effectively within a team environment, supporting senior technical staff and contributing to the smooth operation of laboratory services.
5. Good interpersonal and written communication skills, with the ability to liaise respectfully with academic staff, students, and other stakeholders.
6. Ability to manage routine tasks, follow schedules, and meet deadlines in a busy laboratory setting, with a proactive and reliable approach to work.
7. Willingness to engage in professional development, learn new technical skills, and contribute to improvements in laboratory practices and student support.

**Desirable Criteria:**

1. Ability to support a wide range of Allied health disciplines (e.g., physiotherapy, occupational therapy, dietetics, exercise physiology), with a willingness to learn and adapt to new technical requirements across these areas.
2. Demonstrated ability to adapt to changing priorities, work across multiple laboratory disciplines, and support a dynamic academic environment.
3. Current drivers' licence and the willingness to travel between sites as needed.

<b>Competency</b>	<b>Responsibility</b>
<b>Laboratory Operations</b>	<ul style="list-style-type: none"> <li>• Plan, prepare, set up, and pack down practical sessions to ensure teaching readiness and a high-quality student learning experience. Coordinate with academic and technical staff to deliver well-organised, safe, and engaging practical classes.</li> <li>• Provide technical, digital, and AV support during practical teaching sessions to contribute to high-quality teaching delivery.</li> <li>• Engage collaboratively with academic staff to provide operational insights that support practical class planning and timetabling.</li> <li>• Assist with equipment maintenance and asset management processes and deliver specialised equipment training where required.</li> <li>• Support the transit, delivery, and collection of laboratory equipment between sites and maintain accurate inventories.</li> <li>• Proactively maintain consumables stocks and shared equipment across the Faculty's Allied Health and Medical training spaces. Liaise with suppliers and vendors to negotiate bulk purchases and pricing as required</li> <li>• Support daily operational duties by effectively organising, prioritising, and completing tasks to support teaching and research requirements.</li> <li>• Where required provide coverage to other laboratory service teams, including during staff absences and peak periods.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with the Manager - Laboratory Services and senior technical staff to develop and implement laboratory service enhancements and operating procedures.</li> <li>• Engage in team meetings, training, and professional development activities to build technical knowledge and support career progression.</li> </ul>
<b>Laboratory Compliance &amp; Risk</b>	<ul style="list-style-type: none"> <li>• Maintain accurate records and assist with accreditation processes, documentation, audits, and process development to support compliance with related governance, including ESSA and TEQSA.</li> <li>• Maintain a safe and compliant laboratory environment by adhering to WHS requirements, monitoring lab conditions, following safety protocols, managing hazardous materials appropriately, and escalating risks to senior staff as needed.</li> <li>• Support orientation and induction programs for staff and students, ensuring effective communication of relevant policies and procedures.</li> <li>• Assist with reviewing and updating risk assessments, SOPs, task instructions, and laboratory checklists under the guidance of senior staff.</li> <li>• Uphold the highest standards of compliance, ethics and integrity</li> </ul>
<b>Stakeholder Communication</b>	<ul style="list-style-type: none"> <li>• Maintain effective communication and relationships across academic and professional teams to ensure smooth operations and if required identify and trouble-shoot ideas to enhance the practical teaching delivery.</li> <li>• Interpret and provide accurate advice on relevant policy and procedures to stakeholders.</li> <li>• Promote collegiality and an inclusive environment through the engagement of partners, institutes, hospitals, industries, government and the community.</li> <li>• Actively engage with national networks and professional bodies involved in allied health sciences. Build collaborative relationships with technical staff across universities and institutions.</li> </ul>
<b>Equal Opportunity and Inclusion</b>	<ul style="list-style-type: none"> <li>• Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality, inclusiveness and diversity.</li> </ul>
<b>Understanding of Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.</li> <li>• Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.</li> </ul>
<b>Understanding of Cultural Sensitivity</b>	<ul style="list-style-type: none"> <li>• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.</li> <li>• Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.</li> </ul>
<b>Understanding of WHS Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.</li> <li>• All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.</li> <li>• Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).</li> </ul>

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this position at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.