



Position Description

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

Purpose of the Position:

The Technical Officer, Clinical Skills is a key member of the Laboratory Services team within the Faculty of Health Sciences and Medicine at Bond University. The position provides technical expertise to support the delivery of clinical skills education, training, assessment and workshops primarily for the Medical Program. Working as part of the Faculty’s Clinical Skills team, this position is responsible for the preparation, maintenance, and safe operation across the Faculty’s clinical skills facilities.

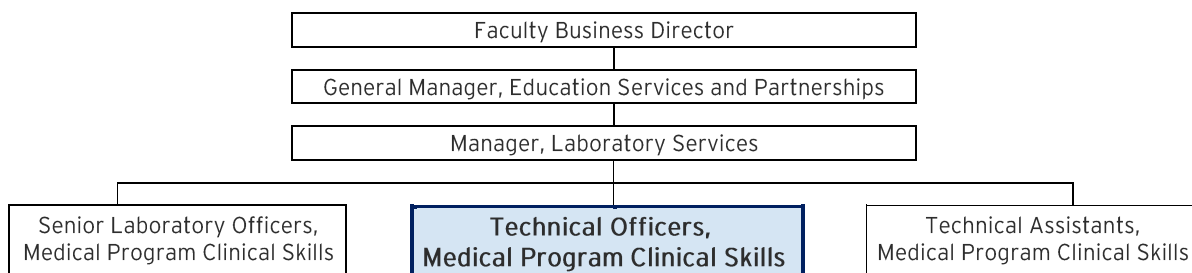
This position actively supports the student experience by preparing, setting up, and packing down teaching spaces and workshops. This position also provides technical support and advice to academic staff and students during practical classes. Working collaboratively with the Laboratory Services Team, the position oversees specialised equipment across the clinical skills teaching facilities. This includes maintaining the asset register, coordinating equipment servicing and calibration, and delivering training to staff and students as needed.

This position is essential to ensuring that consumables and equipment are available and ready to meet teaching demands. It ensures all equipment, task trainers, and the clinical skills suite are functioning effectively, well-maintained, and compliant with safety standards. The position also requires a strong focus on work health and safety practices and regulatory compliance, including 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, Clinical Skills ensures that clinical skills facilities and activities 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 relevant health, science, or technical field, combined with experience in a clinical skills or laboratory environment.
2. Demonstrated competence in preparing and maintaining laboratory equipment and task trainers for teaching and assessment activities.
3. Experience supporting practical classes, including equipment setup, basic demonstrations, and maintaining consumables and inventory records.
4. Good organisational and communication skills, with the ability to work independently on routine tasks and contribute effectively to a team environment.
5. A sound understanding of WHS principles and safe work practices in a laboratory or clinical teaching setting.
6. Proficiency in using Microsoft Office and the ability to learn and apply internal systems for inventory, scheduling, and documentation.
7. Ability to manage multiple tasks, solve routine problems, and contribute to the continuous improvement of laboratory operations.

Desirable Criteria:

1. Experience in a higher education environment.
2. Experience with simulation manikins, audio-visual equipment and teleconferencing
3. Current drivers licence and willingness to travel between sites as needed.

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

Clinical Skills Compliance & Risk	<ul style="list-style-type: none"> • Maintain accurate records and assist with documentation, audits, and process development to support compliance with legislation. • 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. • Support orientation, induction and training programs for staff and students, ensuring effective communication of relevant policies and procedures. • Assist with reviewing and updating risk assessments, SOPs, task instructions, and laboratory checklists under the guidance of senior staff. • Uphold the highest standards of compliance, ethics and integrity
Stakeholder Communication	<ul style="list-style-type: none"> • 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. • Interpret and provide accurate advice on relevant policy and procedures to stakeholders. • Promote collegiality and an inclusive environment through the engagement of partners, institutes, hospitals, industries, government and the community. • Actively engage with national networks and professional bodies involved in allied health sciences. Build collaborative relationships with technical staff across universities and institutions.
Equal Opportunity and Inclusion	<ul style="list-style-type: none"> • Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality, inclusiveness and diversity.
Understanding of Quality Assurance	<ul style="list-style-type: none"> • Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	<ul style="list-style-type: none"> • 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. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	<ul style="list-style-type: none"> • 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. • 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. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

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.