

Position Description

Position Title: Manager, Clinical Training	Classification: Level 5
Faculty/School/Office: Faculty of Health Science & Medicine	Date Position Classified/Updated: September 2025

Purpose of the Position:

The Manager, Clinical Training is a senior technical leadership role within the Faculty of Health Sciences & Medicine's Laboratory Services Team. This position is responsible for the effective management of the Faculty's clinical skills and simulation teaching & research facilities. The position ensures the provision of high quality technical services to effectively support clinical skills research activities, practical teaching, assessment, and student engagement in a safe and compliant environment. Leading a team of dedicated technical staff, the role fosters a collaborative, accountable, and service-focused culture that aligns with Faculty goals.

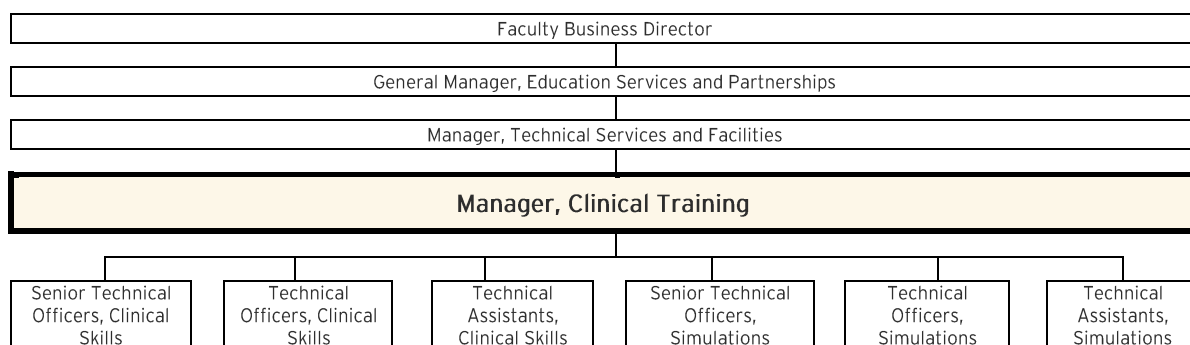
Working closely with the Manager, Technical Services and Facilities and academic staff, the role provides sound input into the feasibility, planning and delivery of practical classes and assessments, including resource allocation and timetabling. This position also drives innovation through the adoption of new technologies and teaching methods that improve operational efficiency, promotes consistency across disciplines, and enhances the student learning experience.

The Manager, Clinical Training oversees equipment maintenance and training, inventory management and procurement, to deliver appropriately equipped and resourced teaching spaces across the faculty's clinical training sites. The position proactively supports internal and external reporting and audit activities when required.

This position contributes to strategic initiatives, change projects, and operational planning. It supports budgeting and resource forecasting, and represents the technical team in Faculty forums, working groups, and public engagement activities such as Open Day and outreach programs. The Manager, Clinical Training plays a crucial role in cultivating a culture of professionalism, safety, and continuous improvement across clinical teaching environments, while supporting the development and performance of technical staff. As part of the Laboratory Services Team, this position will help to foster a positive workplace culture, and deliver high-quality technical skill and service.

Reporting Relationship:

This position reports to the Manager, Clinical Training and has the following direct reports:



Selection Criteria:

1. A degree in a relevant discipline combined with 3 years of technical experience in a clinical or teaching facilities.
2. Demonstrated experience in leading and coordinating technical teams, including supervision, workload planning, staff development, and fostering a positive and collaborative team culture.
3. Proven ability to manage day-to-day operations across multiple disciplines or sites, including scheduling, resource planning, service delivery, and stakeholder engagement.
4. Sound knowledge of WHS legislation, risk management, and compliance frameworks relevant to clinical or educational environments, including the development and review of SOPs and risk assessments.
5. Broad understanding of laboratory and clinical teaching practices, including the use, maintenance, and procurement of specialised equipment and technologies.
6. Strong interpersonal and communication skills, with the ability to engage effectively with academic staff, students, and external stakeholders, and to represent the technical team in meetings or working groups.
7. High level of digital literacy, including experience using software and systems for inventory management, procurement, scheduling, and reporting (e.g. Microsoft Office, lab management systems).
8. Demonstrated capacity to identify and resolve technical and operational issues, contribute to process improvements, and support the introduction of new technologies or methodologies.
9. Experience contributing to operational planning, policy development, or strategic initiatives that align technical services with broader organisational goals.

Desirable Criteria:

1. Ability to support a wide range of health science disciplines and adapt to diverse technical requirements across teaching and clinical skills environments.
2. Experience supporting or leading change initiatives, process improvements, or cross-functional projects within a laboratory or technical services context.
3. Current drivers' licence and the willingness to travel between sites as needed.

Competency	Responsibility
Team Leadership	<ul style="list-style-type: none">• Lead and manage a team of technical staff to ensure high-quality service and advice for clinical skills facilities and infrastructure.• Act as the technical lead for all matters relating to clinical skills services and facilities, to increase the quality, efficiency and consistency of the practical sessions, laboratories and service delivery.• Act as the main operational contact for academic staff, to ensure faculty resources align with best practice standards and escalate complex issues as required.• Foster a high-performance and positive work culture within the team, to provide feedback, offer skill development and where possible provide cross-training opportunities• Nurture continuous improvement through the implementation of process and system review and when required, lead the team through change.• Strengthen our intellectual and technological environment through interdisciplinary interactions, integration of resources and creative thinking.

	<ul style="list-style-type: none"> • Support the development of technical staff by identifying training needs, recommending learning opportunities, and encouraging participation in workshops, courses, and certifications. • Participate in performance development planning and probation reviews, contributing to goal setting and career progression for team members.
Operations	<ul style="list-style-type: none"> • Oversee the development and maintenance of facility documentation and asset registers, ensuring accurate, up-to-date records that support efficient resource allocation, operational planning, training logs and optimal use of Faculty facilities and equipment. • Lead the day-to-day operations of teaching facilities, ensuring appropriate technical support for clinical training activities, while managing technical team workloads in alignment with academic timetables and operational needs. • Lead the management of facility resources, including budgeting, procurement, and capital equipment investment planning, to ensure cost-effective operations and alignment with the Faculty's strategic priorities. • Contribute to strategic planning and implementation of new initiatives, providing input on facility needs, usage trends, and future resource requirements. • Act as the main operational contact for academic staff and internal stakeholders to coordinate inductions, access, equipment training and usage, and infrastructure for scheduled activities. Escalating complex issues as required. • Oversee the planning and delivery of ad-hoc events, such as but not limited to Open Day, student events, workshops, and escape rooms, ensuring resources, staff, and logistics are managed effectively to achieve safe, high-quality outcomes. • Monitor service delivery and respond in real time to minimise disruptions, maintaining records for audits and improvements.
Compliance & Risk	<ul style="list-style-type: none"> • Oversee the development, maintenance, and audit-readiness of Clinical training, laboratory documentation, asset registers and ensuring all faculty resources are accurately recorded, compliant with relevant legislation and accreditation requirements, and aligned with best practice standards. • Oversee the maintenance, review, and audit-readiness of medical training facility documentation, including SOPs, risk assessments, asset registers, and compliance records. • Lead internal audits and inspections, implementing corrective actions and continuous improvement measures in collaboration with the Manager, Laboratory Services. • Liaise with external regulatory bodies and approved specimen providers to meet reporting and accreditation obligations. • Monitor changes in legislation and policy, and coordinate the integration of updates into teaching & Learning procedures, training, and operational practices.
Stakeholder Engagement	<ul style="list-style-type: none"> • Actively contribute to faculty committees and represent the Clinical Training team in meetings, planning sessions, and engagement events related to policy, implementation, and operations. • Build and maintain strong working relationships with internal and external stakeholders to support teaching delivery and review. Collaborate across the Faculty and with departments such as Facilities Management, ITS, Procurement, and WHS to ensure coordinated solutions for training, equipment, contracts, maintenance, and workplace health and safety.

	<ul style="list-style-type: none"> • Maintain a responsive, flexible and cooperative attitude to the needs of staff and students, and effectively coordinate diverse resources, facilities and activities and coordinate reviews if and as required. • Support collaborative problem-solving and consensus-building across disciplines to ensure smooth delivery of technical services. • Actively engage with relevant national networks, professional bodies, partners, institutes, hospitals, industries, government and the community, and build collaborative relationships with technical staff across universities and institutions.
Marketing	<ul style="list-style-type: none"> • Coordinate and actively participate in Faculty marketing and engagement initiatives, including Open Day, school visits, student information sessions, and outreach events, to support teaching and student recruitment efforts. • Ensure faculty facilities, assets and equipment are presented professionally and safely during public-facing events. • Contribute to the development of promotional materials or displays that communicate the value and impact of Clinical Training and laboratory-based learning. • Support the integration of marketing activities into broader faculty strategies, ensuring alignment with student recruitment and engagement goals. • Provide feedback and post-event reporting to inform future planning and continuous improvement of marketing efforts.
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 actively engage in ongoing professional development to strengthen their cultural awareness and sensitivity, recognising that this is a continuous learning process that supports an inclusive and respectful workplace.
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 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.