



Position Description

Position Title: Senior Technical Officer, BIHS	Classification: Bond Level 4
Faculty/School/Office: Faculty of Health Science & Medicine	Date Position Classified/Updated: August 2026

Purpose of the Position:

The Senior Technical Officer, BIHS plays a pivotal role in supporting and coordinating laboratory-based teaching, research, and simulation activities within the Faculty of Health Sciences & Medicine at Bond University. Working primarily at the Bond Institute of Health and Sport (BIHS), the Senior Technical Officer works with the Technical Officers (BIHS) to support the preparation and delivery of practical teaching activities and the management and maintenance of teaching and research laboratory equipment, across a range of allied health disciplines.

The role also provides training to staff and students to support practical teaching sessions and research activities across multiple disciplines. In collaboration with academic staff, this role will also plan, schedule, and resource practical teaching sessions and training requirements for the Faculty's Health and Medical Programs at BIHS.

The Senior Technical Officer supervises a dedicated team of Technical Officers at BIHS, to collectively support the Faculty's practical teaching and research requirements whilst fostering a collaborative and high-performing workplace culture.

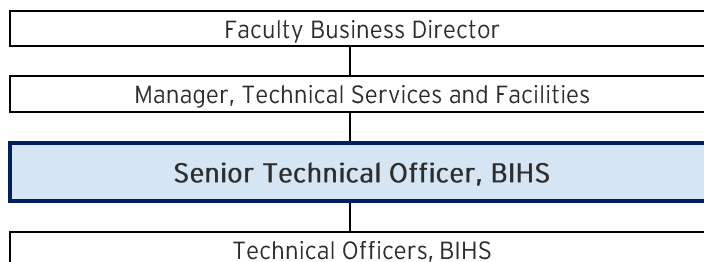
In collaboration with the Manager, Technical Services and Facilities and academic staff, the position provides technical advice and support and ensures compliance with relevant legislation, accreditation standards, and university policies. This may include contributing to risk assessments, maintaining safety documentation, and promoting a strong culture of safety and ethical practice.

This position will facilitate collaboration between academic and professional staff, and will work with the broader Technical Services and Facilities Team to achieve our common goal of providing high-quality facilities and technical skills to support teaching and research. 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.

As directed by the Manager, the role may also support other teams in delivering services and technical advice across the Faculty. 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.

Reporting Relationship:

This position reports to the Manager, Technical Services and Facilities and has the following direct reports:



Selection Criteria:

1. A degree in a health science or relevant discipline, or an equivalent combination of education and relevant technical experience in a laboratory or clinical teaching environment.
2. Demonstrated experience in preparing, maintaining, calibrating and operating laboratory equipment and materials for teaching and research purposes, including troubleshooting and calibration across multiple allied health domains.
3. Demonstrated understanding of relevant accreditation and regulatory frameworks, including ESSA standards, with the ability to support compliant practical delivery through accurate preparation and adherence to procedures.
4. Ability to supervise and motivate a team in a culture of continuous improvement, with experience supporting junior team members and working collaboratively within multidisciplinary teams to deliver high-quality service outcomes.
5. Strong attention to detail and technical proficiency, including experience with laboratory equipment maintenance, troubleshooting, and a sound digital literacy and proficiency in standard software applications (e.g. Microsoft Office, database systems).
6. Highly developed interpersonal and written communication skills, with demonstrated ability to engage effectively with students, academic and professional staff, and external stakeholders; maintain accurate digital records; and coordinate cross-functional collaboration to support teaching, compliance, and laboratory operations.
7. Well-developed organisational and time management skills, with the ability to prioritise tasks, manage competing deadlines, and work independently with initiative.
8. Demonstrated commitment to continuous improvement, including staying informed of developments in anatomical sciences, laboratory technologies, and teaching methodologies.

Desirable Criteria:

1. A willingness to learn and adapt to new technical requirements across disciplines.
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.

Competency	Responsibility
Team Supervision and Performance	• Supervise a small team of technical officers and general laboratory staff, fostering a collaborative and high-performing work environment. • Deliver consistent, high-quality service delivery, including coverage during staff leave or short-term vacancies. • Coordinate and participate in regular team meetings, and ensure staff availability to support and attend marketing events such as Open Day or Award Ceremonies. • Contribute to the achievement of strategic and operational goals, as set in consultation with the Manager, Technical Services and Facilities. • In consultation with the Manager, Technical Services and Facilities and relevant staff, contribute to the review, development and implementation of strategies and procedures that support the effective delivery of laboratory services within the Faculty. • Provide on-the-job training, mentoring, and technical guidance to junior and casual staff, and the use of specialised laboratory instrumentation and technologies.

Operations	• Coordinate and support the delivery of teaching and examinations by liaising with academic staff and external educators, preparing resources and equipment, managing lab scheduling and resources, and developing and co-delivering practical session guidelines and activities as required. • Ensure all laboratory equipment is properly maintained, calibrated, and ready for use; arrange repairs where necessary. • Provide equipment training and maintain training logs as required. • Coordinate and contribute to the setup, delivery, and pack-down of ad-hoc events (such as Open Day, student events, workshops, and escape rooms) providing technical advice, guidance, and problem-solving support. • Where possible, promote and implement environmentally sustainable practices, including waste reduction, energy efficiency, and responsible resource management. • Manage and monitor consumable and resource inventory through regular stocktakes and usage trend analysis to ensure consistent availability across the academic calendar. • Liaise with suppliers and vendors and use financial systems to raise purchase orders, approve requisitions and track deliveries.
Compliance & Risk	• In collaboration with the Manager, Technical Services and Facilities ensure compliance with relevant legislation, accreditation standards (e.g. ESSA, AHPRA), and university policies relating to the use of laboratory equipment, teaching environments, and associated technologies in allied health and medical education. • Maintain oversight of documentation, scheduling systems, and asset registers to support safe, ethical, and effective delivery of laboratory-based activities. • Maintain and audit digital and physical records related to laboratory activities, including chemicals, equipment usage logs, servicing documentation, and incident reports. Support internal audits and promptly resolve any compliance discrepancies in collaboration with relevant staff. • Maintain cleanliness and order in laboratory spaces, ensuring safe and functional teaching environments. • Ensure hazardous substances are stored, handled, and disposed of in accordance with safety regulations and University protocols. • Promote and maintain a safe laboratory environment by adhering to WHS requirements, identifying and reporting safety risks, and supporting orientations and inductions to ensure staff and students clearly understand relevant policies and procedures. • Contribute to the review and updating of laboratory procedures and checklists. • Facilitate staff and student orientation and induction programs, ensuring clear communication of WHS policies, emergency procedures, and safety protocols. • Contribute to the development, review, and maintenance of risk assessments, Standard Operating Procedures (SOPs), and Task Instructions for laboratory activities. • Monitor laboratory conditions and contribute to continuous improvement of safety practices. • Participate in ongoing WHS training and professional development to maintain current knowledge and skills. Contribute to the development, review, and maintenance of risk assessments, Standard Operating Procedures (SOPs), and Task Instructions for laboratory activities. • Monitor laboratory conditions and contribute to continuous improvement of safety practices. • Participate in ongoing WHS training and professional development to maintain current knowledge and skills.

Stakeholder Communication	• Act as the primary contact for queries and matters related to the administration and delivery of teaching and research requirements, resolving issues or escalating as necessary. • Coordinate communication and collaboration between academic and professional staff to support continuous improvement in teaching, compliance, and laboratory operations. • Maintain effective communication and relationships across academic and professional teams to ensure smooth operations. • 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 relevant national networks and professional bodies and build collaborative relationships with technical staff across universities and institutions.
Understanding of Quality Assurance	• 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	• 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	• Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality, inclusiveness and diversity.
Understanding of WHS Responsibilities	• 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.