



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Position Description

PROFESSIONAL SERVICES

Position Title	Technical Officer, Human Physiology
Classification/Level under the Enterprise Agreement (if applicable)	Level 5
Management Level	Administration / Support
Faculty/Portfolio	Faculty of Science, Medicine and Health
School/Division	School of Medical, Indigenous and Health Sciences
Main Location(s)	Liverpool Campus
Delegations (if applicable)	This position may carry delegations in accordance with the UOW Delegations of Authority as amended from time to time.

Primary Purpose of the Position

Provision of high-quality support for the practical components of the undergraduate programs being delivered at UOW Liverpool Campus and associated facilities. This includes laboratory planning, housekeeping, general operations, resource development and class set-up and pack-down.

Position Environment

The University of Wollongong is a leading Australian university with a history of outstanding achievements in teaching and learning, research, and community engagement. It is fundamentally committed to providing our diverse body of students with an engaging world class and internationally oriented learning experience. The success of this commitment is demonstrated by enviable results in preparing students for the challenges of future study and workplace environments.

The University recognises the collective nature and interconnectedness of Aboriginal and Torres Strait Islander families and communities and offers generous working conditions in a great location, with sociable hours, family friendly policies, flexible work practices and culturally sensitive leave provisions, including cultural and ceremonial leave. Further supports for advancing equity, diversity and inclusion (EDI) at the University include: a 'Primary Carer Return to Work Grant' that provides flexible funding to primary carers returning from parental leave; an active Ally network supporting gender, sex and sexuality diverse staff and students; a Disability Inclusion Network for staff; EDI training and resources for all staff members; and an EDI governance structure that ensures action on EDI is embedded at all levels of the university.

The Faculty of Science, Medicine and Health (SMAH) comprises of the Schools of Science; Medical, Indigenous and Health Sciences; Psychology; Nursing; and the Graduate School of Medicine. With such a diverse science and health focus, SMAH is positioned to be a major force in connected and science-embedded education and translational science, medical and health research in Australia. Empowered by first-class teaching, driven by active research, and committed to advancing equity, diversity and reconciliation, this Faculty combines the very best of science, with strong capacity for translation to our global communities' needs and aspirations.

The University of Wollongong's Liverpool campus is located in the new Civic Place precinct, a purpose built facility designed to support the region's growing educational needs. The campus provides modern teaching and learning spaces, specialist laboratories, and areas for collaboration. This development reflects UOW's commitment to expanding access to higher education in South Western Sydney and strengthening partnerships with local communities and industries. The campus enables the delivery of a broader range of programs and creates opportunities for innovation and engagement within this rapidly developing region.

Major Accountabilities/Responsibilities

1. Maintenance, calibration and quality control of equipment for class use, inclusive of Physiology equipment with required calibrations and human cadaveric plastinated specimens.
2. Set up, monitor and pack-down practical lessons and associated equipment across multiple laboratories.
3. Maintain a thorough catalogue of the human cadaveric plastinated specimens and support the licensee in the management of these under our Anatomy License.
4. Preparation of equipment and consumables for practical laboratories in Physiology. Set up and dismantling of equipment. Clean-up/reset between/after practical classes. Assistance in other laboratories may be required.
5. Provide technical assistance and relevant practical experience, where appropriate, when classes are operating eg training staff and/or students on equipment/procedures.
6. Assist with staff, student and visitor induction/authorization procedures. Non-academic supervision of students.
7. Maintain inventories, undertake stock-take, procurement, repair and maintenance of equipment and resources across the laboratories and ensuring needs are communicated to the team leader.
8. Liaise with key stakeholders on the requirements for lessons and operational needs of the laboratory on a continual basis.
9. Lead WHS functions, housekeeping and continuous improvement of the operations of the teaching laboratories at Liverpool campus.
10. Contribute to Faculty, School and Campus activities as required such as participation in WHS inspections, community engagement activities or as reasonably directed commensurate with skills and abilities.
11. Act in accordance with University policies as amended from time to time, the [Values in Action Framework](#) of Thrive Together, Pursue Excellence, Be Accountable and Lead with Integrity, and our commitment to [Equity, Diversity and Inclusion](#).
12. WHS responsibilities, accountabilities and authorities as outlined in the WHS Framework - <https://www.uow.edu.au/about/services/safe-at-work/whs-framework>

Reporting Relationships and Other Key Contacts

Position reports to	Health and Medical Sciences Technical Team Manager
Positions supervised by this position	Nil
Other key contacts and stakeholders	Subject Coordinators SMAH Liverpool Technical Staff SMAH Wollongong Technical Staff Senior Manager: Teaching & Learning Technical Services MIHS School Operations Team SMAH WHS Officer MIHS Head of School WHS Unit Campus Manager

Selection Criteria

- Completion of a Bachelors degree in a related field (such as Health, Medical Science, Exercise Science, Science) or equivalent combination of relevant experience and/or education/ training.
- Demonstrated experience and sound knowledge of WHS principles and functions in a laboratory setting such as safe handling of hazardous materials and hazardous waste management.
- Demonstrated ability to apply government policy and internal guidelines to implement procedures for day-to-day operations



- Sound knowledge and experience of physiology principles and equipment and human anatomy.
- Demonstrated experience in the correct and safe usage of equipment relevant to Physiology teaching – such as Powerlabs, ECG/EMG and spirometry equipment, Microscopes
- Demonstrated strong administrative, organisational and planning skills and attention to detail.
- Demonstrated ability to trouble-shoot and find solutions, whilst managing other priorities.
- Proven ability to work independently with minimal supervision and effectively in a small team.
- Demonstrated commitment to applying culturally respectful and safe practices in the workplace and demonstrating respect and inclusiveness of diverse people in all work practices.

Special Job Requirements

- This position is not suitable for remote working arrangements.
- May be required to work outside of standard business hours or across campuses as dictated by the laboratory timetable and unit operational requirements.
- Ensuring all undertakings and processes in the Anatomy Laboratory are in compliance with the Anatomy Act 1977 (NSW).
- An appropriately respectful attitude to the sensitivities and ethics of working with human cadavers.
- Manual handling of large items and human cadaveric plastinated material, exposure to biological (e.g. blood), chemical and sharp hazards in a risk-controlled environment will be a regular part of this role.
- This position requires a pre-employment medical be undertaken to demonstrate satisfactory fitness to undertake the physical requirements of this position.
- Immunisations are strongly recommended for incumbents in this type of role. Declining immunisations must be reported to the supervisor.
- Staff will be required to maintain a First Aid certificate during tenure of position.
- Willingness to be a Building Warden.
- Restriction on leave during peak periods may apply.

SMAH Values Statement

The SMAH values statement provides the foundation for Faculty culture. All staff members are expected to be guided by the Faculty values in performing their roles.

We act with **integrity** and **transparency**, and we are **supportive** and **collaborative**.

INTEGRITY: We act in everyone's best interests and make ethical decisions.

TRANSPARENCY: We are honest, reliable and willing to ask and answer questions.

SUPPORTIVE: We help each other thrive in a safe and positive work environment.

COLLABORATIVE: We work together towards positive outcomes within and beyond the Faculty.

Roles and Responsibilities in relation to Workplace Health and Safety and Equity, Diversity and Inclusion in the Workplace

The University of Wollongong is committed to providing a safe, inclusive, and equitable workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely, be engaged in activities to help prevent injuries and illness and create an equitable and inclusive environment.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:



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ALL STAFF

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the [WHS Framework](#).
- Work in an inclusive environment, treating all colleagues, students and visitors with respect.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other relevant work organisation; and
- Do the job without undue risk to your own or others health, safety and wellbeing at work.

If you have any injuries, illness, disorder, impairment, condition, disability or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Position Description Status

This table contains information about the status and approval of this document

Date created	SEPTEMBER 2026
Date reviewed by supervisor in consultation with the employee i.e. at least every three (3) years, or sooner if required	
Date reviewed by P&C (if applicable)	
Date reviewed by CP&CO (if applicable)	
Date of next review	

