

## Job Description

Position: Clinical Skills / Simulation Laboratory Assistant	
Grade: 9	Date: August 2018
Reports to: Head of School	

### Te Tirohanga Whakamua; Our Vision:

To be the skills engine driving the economic and social development of the Central North Island.

### Nga Whāinga; Our Goals:

- Partnerships that make a difference
- An Institution for the 21<sup>st</sup> Century
- All our people are equipped for the new world
- Global outreach and globalization

### Nga Whanonga Pono; Our Values:

- Relationships – Whanaungatanga
- Excellence – Kia eke panuku, eke Tangaroa
- Transformation – Te huringa whakaaro
- Agility – Kia kakamā

### Purpose of the Position:

To ensure equipment and supplies in the clinical skills labs on the Palmerston North campus and at the UCOL Simulation Lab are maintained to enhance student learning opportunities. To additionally provide such support duties as required to maintain the effective running of the course, the Faculty and UCOL.

### Responsible for:

- No direct reports

### Internal Relationships:

- Head(s) of School
- Programme Leaders
- Programme staff

## Key Result Areas

### Key Performance Indicator (KPI) 1 - Support of learning material:

Ensuring equipment and supplies in the clinical skills labs on the Palmerston North campus and at the UCOL Simulation Lab are maintained to enhance student learning opportunities.

What will I be doing?	How will I know I am doing it well?
Be familiar with the operation and maintenance of equipment used for teaching clinical skills	The equipment and supplies in the clinical skills lab and the simulation lab on the Palmerston North campus are maintained and all issues are followed up within an appropriate timeframe
Ensure supplies, equipment and other resources are maintained and up-to-date.	
Order supplies, keep accurate records of deliveries and advise of any items needing repair.	The clinical skills lab and simulation lab have the correct amount of supplies to enable skills based teaching activities to occur
Share ideas for new resources which will enhance teaching of clinical skills.	
The physical preparation of the Lab spaces for use by Lecturers and Students	New resources are developed to enhance student skills based learning opportunities
Participation in the planning and development of skills based learning opportunities	Annual equipment maintenance audits are completed to ensure equipment is operating properly
The development of new resources (both equipment and associated documentation) for use in skills based learning opportunities	
A support role in clinical labs, working with Lecturers and Students to facilitate learning.	

### Key Performance Indicator (KPI) 2 - Health and Safety:

As an employee, under the Health & Safety at Work Act 2015, you are deemed to be a "Worker" and are responsible for the practical implementation of the systems and processes established to protect your health, safety and wellbeing while not endangering others. As an employee of UCOL, employees must ensure that they comply with UCOL's Health and Safety Policies, Procedures, and any Standard Operating Procedures along with any relevant Legislation or Industry Standards, which apply to the delivery of their tasks or are required by their Faculty or Department.

What will I be doing?	How will I know I am doing it well?
Undertake your work safely and do not participate in activities that may place yourself and others in danger or at risk.	Nothing that the incumbent does or doesn't do results in others being put in danger or risk or harmed.
Comply with all health and safety information, instruction, training, and supervision.	You actively participate in any health and safety training appropriate to the role, and will at all times comply with health and safety policies, procedures and standards.
Report any health and safety hazards, incidents, and near misses accurately and in a timely manner to your Line Manager and enter into the electronic health and safety management system (Vault).	All health and safety hazards, incidents, and near misses are required to be entered into the health and safety management system immediately. If this cannot be done immediately, it must be done as soon as practicable after the hazard, incident, near miss occurred. Serious incidents and hazards should also

	be reported immediately to the Line Manager and verbally to your Senior Manager and entered into the health and safety management system.
Comply with all requirements of return to work or rehabilitation plans.	You will comply with all of the requirements of a return to work or rehabilitation plan to ensure that they return to work in a sensible, healthy, and safe way.
Report any faults or issues relating to health and safety into the Vault, Health & Safety Management system and ensure that your Line Manager is kept fully informed of any issues.	Any faults or issues relating to health and safety need to be reported to your Line Manager and/or to the Health and Safety team immediately. If this cannot be done immediately, it must be done as soon as practicable after becoming aware of the fault or issues.

*To be successful we need to work as a team, so the responsibilities set out in this job description are not exhaustive. As a result, after mutual agreement, we may require you to undertake other reasonable tasks as required, which are within the ability of the jobholder.*

## Core Competencies

### Tangata Tiriti – how we embrace culture.

- **Engagement** - establish and maintain effective professional relationships focussed on the learning and wellbeing of our ākonga and staff, demonstrate commitment to ongoing professional learning and development of personal professional practice by engaging in He Kākano Rua (UCOL's Cultural Competency Framework).
- **Enlightenment** - continue to develop understanding of Te Tiriti o Waitangi / the Treaty of Waitangi and continue to develop knowledge of Tikanga Māori and the appropriate usage and accurate pronunciation of te Reo Māori.
- **Empowerment** – demonstrate commitment to bicultural partnership in Aotearoa New Zealand, works effectively within the bicultural context of UCOL.

*Please note, the list below is a condensed version of the behaviours and practices; for descriptors of each behaviour, please refer to 'Staff Competencies' on our website or the Teams Portal.*

### Professional behaviours – how we behave at work.

- Dependable/compliant
- Resilience
- Flexibility
- Risk Conscious/ Zero Harm Attitude
- Self-Insight
- High Emotional Intelligence
- Shows initiative
- Ethics and integrity
- Personal responsibility

### Work practice – how we achieve results.

- Achievement
- Mental Power
- Critical Thinking
- Logical Reasoning
- Numerical Reasoning
- Results focus
- Digital competence / IT literacy
- Information
- Communication
- Innovative
- Safety
- Problem-solving



## Relationships – how we work together.

- Communication
- Verbal Reasoning
- Teamwork
- Negotiation/ Conflict management
- Building relationships
- Strategic agility
- Values diversity
- Collaboration
- Keeps student focus

## Customer and Business Support Competencies

- Customer Focus - motivated by exceeding customer expectations. Understands the customer perspective and uses it to guide decision making for quality service outcomes. Anticipates needs of all customers including students and stakeholders. Demonstrates professional standards and behaviours that deliver superior outcomes.
- Negotiation skills – able to approach differences with confidence, ensuring that personal and professional relationships remain strong.
- Relationship management-- maintains relationships with key stakeholders by connecting and collaborating with them. Presents a cheerful, positive manner, treating others equally.
- Ethics and integrity- respects and maintains confidentiality. Avoids situations and actions considered inappropriate or which present conflict of interest.

## Qualifications and/or Skills

- Nursing qualification or experience preferred;
- An understanding of adult learning an advantage.

## Personal Characteristics/Attributes

- Solution focused and process driven
- Effective organisational and resource management skills;
- Effective communication skills
- Effective time management skills in order to meet deadlines

## Other Requirements

- Pre-employment Criminal Convictions Check.
- Clean from the influences of drugs and alcohol in the workplace at all times.

*We aim for a “can-do!” attitude where we help one another and UCOL. For that reason, you will need to be open to reasonable changes in your duties and responsibilities and this job profile being updated from time to time, after mutual agreement, as we adapt to change and keep striving to deliver all that we can for our students.*