



Position Description – Technical Officer (Dental)

Position Details

Position Title:	Technical Officer (Dental)
College/Portfolio:	Vocational Education
School/Group:	Technical Services, Facilities & HSW
Campus Location:	Primarily based at City campus at the Dental Hospital and the potential to work across other RMIT campuses as required.
Classification:	HEW 5
Time Fraction:	1.0 FTE
Employment Type:	Fixed Term
Fixed Term Reason:	Replacement Employee
Reporting Line:	Technical Services Coordinator
No. of Direct reports:	Nil

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, ALIVE@RMIT, purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Position Summary

The position will be required to support the Social Care & Health Cluster teaching and learning programs at the Dental Hospital.

The position will be responsible for maintaining, and demonstrating the operation of, laboratory equipment and instruments and providing technical support to staff and students.

The position will be expected to maintain the laboratory and supporting facilities, to ensure the Occupational health and safety of staff and students.

The position requires a person with the expertise to provide materials and casts and moulds to help with the manufacture of all aspects of Dental Technology.

Key Accountabilities

- Manage and maintain assigned laboratories and supporting facilities according to Health and Safety and Quality Assurance requirements. Ensure staff and students working in the laboratories comply with OH&S Legislation, University and School Safety Policy.
- Ensure the timely, well organised and professional setting up and delivery of the technical aspects of laboratory classes and assist academic staff in the demonstration of equipment/instrument and specialised techniques.
- Provide a high level of technical and scientific competence in the development and testing of practical exercises for laboratory classes and projects.
- Purchase consumables and equipment; ensure that chemicals and equipment are readily available for laboratory classes.
- Maintain, repair and schedule routine and breakdown service for equipment and instruments in the assigned laboratories
- Ensure equipment and operating procedures comply with relevant guidelines, legislation and policies.
- Acquire, install and commission new laboratory equipment, instruments and physical resources.
- Liaise with Dental Industry and community, including consultancy to external clients on dental materials, procedures and equipment and/or training materials and equipment.
- Maintain equipment registers and chemical inventories.
- Maintain and coordinate with IT services to support laboratory-specific software and associated equipment, ensuring all systems are functional, up to date, and operating effectively.
- Provide technical support and specialist expertise in CAD/CAM operations, assisting teaching staff and students with Dental CAD software and related equipment issues to ensure smooth and reliable operation.

Key Selection Criteria

- Experience in providing technical support to Dental teaching areas
- Demonstrated ability to manage teaching and work laboratories
- Demonstrated high level of practical involvement in the implementation and testing of equipment and instruments, and development of techniques and procedures within an educational environment including CAD/CAM operations and 3D Printing
- Excellent interpersonal, communication and organisational skills and an ability to take responsibility and initiative
- Be able to perform tasks that require proficiency in workplace rules, regulations, process and techniques
- Demonstrate a proven ability to prioritise tasks, meet deadlines, work autonomously, and manage complex work, while operating independently and efficiently with minimal supervision, and show a demonstrated commitment to providing a high standard of customer service and to working cooperatively and productively as a team member to achieve organisational objectives

Essential:

- Experience in providing technical support to Dental teaching areas.
- Demonstrated high level of practical involvement in the implementation and testing of equipment and instruments, and development of techniques and procedures within an educational environment including CAD/CAM operations and 3D Printing
- A high Standard of customer Service

Desirable:

- Be able to perform tasks that require proficiency in workplace rules, regulations, process and techniques.
- Working cooperatively and productively as a team member to achieve organisational objectives.

Qualifications

- Completed or demonstrated a relevant skill set in dental technology, including practical experience and technical competence as a dental technician. (TAFE Certificate and or higher)
- Demonstrate management skills ability to work as part of a team and ability to relate to apprentices/trainees

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.