

Position Description

Position Title:	Theatre Technician Grade 1,2,3,4,5
Classification & Salary Range:	IN7, 1N8, 1N9, 1N10, IN11
Agreement Name:	Health and Allied Services, Managers and Administrative Workers(Victorian Public Sector) Single Interest Employers Enterprise Agreement 2025 - 2026
Position Reports to:	Operational: Associate Program Director Surgery through Perioperative Service Manager/Nurse Unit Manager and Theatre Technician Manager
Last updated:	12/10/2026

Position purpose

This position requires the Theatre Technician to perform duties related to transporting, setting up, cleaning and maintaining equipment and assisting positioning of the patient within the Perioperative Environment and ensuring theatre efficiency and safe patient outcomes within the Perioperative Environment. The Theatre Technician is a valued and collaborative member of the multidisciplinary health care team at Eastern Health and is accountable for coordinating and delivering safe and comprehensive patient centred care while working competently within their scope of practice and in alignment with the Eastern Health Standards.

Major duties and/or responsibilities

Technical Skills and Application – Based on Classification

Responsibilities include but are not limited to:

- Comprehensive working knowledge/functions of the operating table and associated attachments
- Prepare and maintain all equipment and consumables safely for all Surgical Procedures
- Safe patient positioning preoperative, intraoperative and postoperative
- Manage clinical waste, rubbish and linen within the Perioperative environment and correct disposal
- Ensuring all Perioperative areas/equipment are cleaned as per Infection Prevention Standards and cleaning schedules
- Understanding and compliance of Asepsis within the Perioperative Environment
- Assist Anaesthetics and Surgical Teams prepare Procedure/Surgical Site
- Transport Patients
- Ongoing training for processes, procedures and equipment
- Contribute with written and verbal Clinical Documentation under RN supervision
- Additional Duties as directed

Key Selection Criteria

Theatre Technician GRADE 1 (IN7)

Minimum Qualifications

- Less than 12 months experience (full time equivalent) working as a Theatre Technician
- May have more than 12 months experience (full time equivalent) working as a Theatre Technician without a Theatre Technician Qualification
- Holds a Theatre Technician Qualification but has less than 12 months experience (full time equivalent) as a Theatre Technician

Supervision

- A Grade 1 with less than 3 months experience (full time equivalent) will work under direct supervision

Skills

- Performs work of a general nature – transport, set-up, clean and maintain theatre equipment
- Demonstrated interpersonal and problem solving skills.
- Able to work within a multi-disciplinary team

- Demonstrates the ability to plan, organise and prioritise workload
- Demonstrated effective communication skills
- Continued demonstrated awareness in changes and trends to practice
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice
- Computer skills

Level of Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
- Information Privacy Act 2000

Theatre Technician GRADE 2 (IN8)

Minimum Qualifications

- Greater than 12 months experience (full time equivalent) working as a Theatre Technician
- Holds a Theatre Technician Qualification

Skills

- Within established guidelines and procedures, undertakes work of a more complex nature gaining experience rotating through all surgical and clinical specialties under direct guidance Demonstrated interpersonal and problem solving skills
- Able to work within a multi-disciplinary team
- Demonstrates the ability to plan, organise and prioritise workload
- Demonstrated effective communication skills
- Continued demonstrated awareness in changes and trends to practice
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice
- Computer skills

Level of Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
- Information Privacy Act 2000



- Required to complete Certificate III in Health Services Assistance Operating Theatre Support Theatre

Technician GRADE 3 (IN9)

Minimum Qualifications

- Greater than 24 months experience (full time equivalent) working as a Theatre Technician
- Holds a Certificate IV in Operating Theatre Technician Support (HLT47515), or
- An equivalent qualification awarded by a registered training organisation, recognised by Eastern Health

Preferred Additional Qualifications

- Holding a Certificate III in Health Service Assistance Operating Theatre Technical Support

Duties

- Is able to work in all surgical and clinical specialities offered in Eastern Health's operating suite
- Operate with a high degree of autonomy and accountability
- Is not required to supervise or train other Theatre Technicians (Grades 1 to 3)

Skills

- Demonstrated interpersonal and problem solving skills
- Promotes theatre efficiency
- Able to work within a multi-disciplinary team.
- Demonstrates the ability to plan, organise and prioritise workload.
- Demonstrated effective communication skills
- Continued demonstrated awareness in changes and trends to practice.
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice.
- Computer skills

Level of Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
- Information Privacy Act 2000
- Accident Compensation (Work Cover) Act 2004

Theatre Technician GRADE 4 (IN10)

Minimum Qualifications



- Hold a Certificate IV in Operating Theatre Technician Support (HLT47515), or
- An equivalent qualification awarded by a registered training organisation, recognised by Eastern Health

Preferred Additional Qualifications

- Certificate III in Health Service Assistance Operating Theatre Technical Support

Experience

- Greater than 36 months experience (full time equivalent) as a Theatre Technician

Skills

- Has comprehensive knowledge and ability to work in all surgical and clinical specialties offered in Eastern Health
- Operates at a high degree of autonomy and accountability
- Undertakes additional tasks, but not limited to
 - o Supervision and training of junior Theatre Technicians
 - o Quality and governance
 - o Floor coordination
- May be required to perform Higher Duties were the Theatre Technician Manager is on leave
- Promotes theatre efficiency
- Demonstrated interpersonal and problem solving skills
- Ability to direct and motivate staff
- Effective time management and advanced organisational skills
- Continued demonstrated awareness in changes and trends to practice
- Demonstrated leadership ability and role modelling
- Able to work within a multi-disciplinary team
- Demonstrated effective communication skills, including conflict resolution and negotiation skills
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice
- Perform weekly stores order and restock
- Assist with implementation of new technologies, process changes and associated specialties
- Monitor and control the economical use of equipment and supplies

Knowledge and Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
- Accident Compensation (Work Cover) Act 2004



- Information Privacy Act 2000

Theatre Technician GRADE 5 (IN11)

Minimum Qualifications

- Hold a Certificate IV in Operating Theatre Technical Support (HLT47515), or
- An equivalent qualification awarded by a registered training organisation, recognised by Eastern Health

Preferred Additional Qualifications

- A Certificate III in Health Service Assistance Operating Theatre Technical Support

Experience

- Has greater than 12 months experience (full time equivalent) working as a Theatre technician Grade 4

Skills

- Has comprehensive knowledge and ability to work in all surgical and clinical specialties offered in Eastern Health

- Operates with a high degree of autonomy and accountability
- Undertakes additional given responsibilities determined locally
 - o Supervision and training of junior technicians
 - o Quality and governance
 - o Rostering
 - o Floor Co-ordination
- Promotes and drives Theatre Efficiency
- Development and provision of training to the team for equipment/consumables and new initiatives to Eastern Health
- Ensure staff compliance with mandatory training requirements specified by Eastern Health within required time frames
- Lead Smart Moves Training and other department education
- Ensuring all Perioperative areas/equipment are cleaned as per Infection Prevention Standards and cleaning schedules
- Demonstrated interpersonal and problem solving skills
- Ability to direct and motivate staff
- Effective time management and advanced organisational skills
- Continued demonstrated awareness in changes and trends to practice
- Demonstrated leadership ability and role modelling
- Able to work within a multi-disciplinary team
- Demonstrated effective communication skills, including conflict resolution and negotiation skills



- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice
 - Perform weekly stores order and restock
 - Assist with implementation of new technologies, process changes and associated specialties
 - Monitor and control the economical use of equipment and supplies
 - May be required to perform Higher Duties were the Theatre Technician Manager is on leave
- Knowledge and Understanding
- AS/NZS 4187 - 2014
 - ACHS Quality System
 - Occupational Health and Safety Act 2004
 - Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
 - Accident Compensation (Work Cover) Act 2004
 - Information Privacy Act 2000

Eastern Health's promise

Our promise to our communities, patients, consumers and staff is that we will be HEALTHIER TOGETHER. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Read more about Eastern Health's strategic goals [here](#).

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please click [here](#).

Aboriginal and Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2026 - 2028 was released in July 2026. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.



For support, please contact our Aboriginal Employment Coordinator, Aboriginal.Workforce@easternhealth.org.au

Important Information

All new and existing employees are committed to the following in order to uphold Eastern Health's Promise and Values

- To uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- To comply with Eastern Health code of conduct and Policy and Procedures
- To comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring and improvement
- Comply with legislation and accreditation standards
- Ensure service and care is consistent with the Eastern Health approach to patient and family centred care
- Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#)

Occupational Health and Safety, Quality and Improvement

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, particularly those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

Eastern Health employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

For more information about Quality and Safety please click [here](#) or for Staff Wellbeing please click [here](#).

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. [Child Safety | Eastern Health](#)

Final note

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.



Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Appointment to this position is subject to a satisfactory National Police Check, compliance with mandatory vaccination requirements, including annual influenza vaccination, and evidence of immunity to vaccine-preventable diseases where required.

Application Support

If you require supports or adjustments with submitting your application or throughout the recruitment process, you are welcome to contact the hiring manager or the Talent Acquisition Team on (03) 9955 7555 option 1 (for current employees please select option 2).

Candidate statement:

I _____ have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: _____

