



POSITION DESCRIPTION

Department of Anatomy and Neuroscience
Faculty of Medicine, Dentistry and Health Sciences

Anatomical Services Laboratory Officer

POSITION NO	0043644
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kellie King Tel +61 3 8344 3523 Email kellie.king@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

Reporting to the Anatomical Services Laboratory Supervisor, this position fulfils an important role in the teaching and anatomical examination activities of the Department of Anatomy and Neuroscience. The position involves preparing and maintaining human anatomical specimens for departmental teaching programs and assisting teaching staff in our laboratories.

The position liaises directly with the Departmental Topographical Anatomy professional and academic staff, and is involved in a diverse range of activities.

The cadaver preparation area of the Department is state of the art, including specialist laboratories and, in addition to the Department, services the anatomical needs of numerous external institutions throughout Victoria. The Anatomical Services Laboratory Officer will have a primary technical and administrative role in both the operation of this facility and topographical teaching laboratories of the Department.

1. Key Responsibilities

- ▶ Maintain cadavers and cadaveric parts and the associated work areas; receive and dispatch cadavers and cadaveric parts as required. Duties will include but are not limited to:
 - assist with the receipt, documenting, transfer and dispatch of cadavers and cadaveric specimens within the Department of Anatomy and Neuroscience and to and from other teaching institutions and individuals;
 - prepare (embalm) cadavers using standard protocols and procedures. Ensure the safe handling of embalming solutions, associated chemicals and equipment;
 - maintain a hygienic working environment in topographical anatomy areas ensuring that all surfaces and instruments are kept clean;
 - accurately document the receipt, location, movement and disposal of Departmental cadavers and anatomical parts. Maintain records, including databases, in accordance with Departmental requirements. Investigate and rectify discrepancies in documentation; and
 - liaise with non-departmental personnel including funeral directors to ensure efficient receipt and dispatch of cadavers and specimens. Completion of associated documentation.
- ▶ Assisting with Departmental cadaveric activities and teaching aid production. Duties will include but are not limited to:
 - assist with the maintenance of the Departmental cadaver holdings and specimen collections. The collection includes embalmed, fresh and frozen cadavers, wet and plastinated specimens, osteology specimens, museum specimens, radiographs and models;
 - set up and assist academic staff with practical class demonstrations, examinations, wet specimen workshops, dissecting classes at undergraduate and postgraduate levels and provide assistance with multifunctional visual aids;
 - maintain a clean and safe working environment for students and external groups accessing resources in the Human Anatomy Learning Laboratory and the Anatomical Skills Laboratory.
 - provide assistance and direction to external groups during clinical and surgical skills workshops including afterhours activities by appropriate preparation of specimens, surgical instruments and laboratory;

- participate in consultation regarding the suitability of individual cadavers for particular classes or anatomical programs;
 - prosect embalmed and fresh cadaveric material for class use, plastination, examinations, museum collection and outside institutions;
 - assist with the production of plastinated and acrylic embedded specimens, corrosion and plaster casts and other specialised teaching aids when required utilising the Plastination and Anatomical Technologies Laboratory facility; and
 - operation of specialised laboratory instrumentation such as mortuary equipment, autoclave and commercial washers
- ▶ Assist in all aspects of the administration of the body donor program as required. This will include data entry, hard copy filing and correspondence with potential and accepted donors. Participate in maintaining compliance with management systems and Departmental protocols.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary qualification with a major area of study in human anatomy.
- ▶ Ability to accurately monitor and maintain the Department's cadaver holdings and specimen collections
- ▶ Computer skills in a Windows environment, including experience in Microsoft Office and the ability to accurately maintain records.
- ▶ High level of interpersonal and written communication skills and the ability to communicate with students and internal and external personnel at all levels.
- ▶ Demonstrable ability to work independently and cohesively as part of a team
- ▶ Effective time management skills and the ability to prioritise and show initiative
- ▶ High level of attention to detail and accuracy

2.2 DESIRABLE

- ▶ Familiarity with mortuary procedures, embalming methods and human specimen preservation techniques.
- ▶ Familiarity with and understanding of the Human Tissue Act 1982
- ▶ Ability to prosect embalmed and fresh cadaveric material

3. Special Requirements

- ▶ At all times, appropriate respect must be shown by the incumbent towards cadavers and cadaveric specimens. The incumbent must demonstrate a sensitive approach to the use of human cadavers and cadaveric specimens for teaching and anatomical examination purposes.

- ▶ The incumbent must be prepared to work after hours and at weekends when required, for example after hours and weekend management of facilities during extended teaching and workshop programs run for the Department and outside organisations.
- ▶ The incumbent will be expected to be a member of the Australasian Institute of Anatomical Sciences.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

Overall aims and expected outcomes are set by the supervisor in consultation with the incumbent. Routine duties are carried out without direct supervision.

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is required to use initiative, problem-solving skills and judgement on a day-to-day basis to quickly and effectively resolve issues and difficulties in both a laboratory and teaching environment. The incumbent is required to prioritise tasks. Unresolved problems are referred to the supervisor. The nature of this position requires sensitivity and respect toward both donors received and cadaveric specimens.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will have:

- ▶ Familiarity with general laboratory operations and procedures.
- ▶ Knowledge of human anatomical structures and relationships
- ▶ Knowledge of embalming procedures
- ▶ Skill in prosection
- ▶ The ability to accurately maintain and update records
- ▶ Knowledge of the organisation of the Department and its research and teaching programs.
- ▶ Familiarity and understanding of the importance of University security procedures and Occupational, Health and Safety requirements.
- ▶ Familiarity with and understanding of the Human Tissue Act 1982.
- ▶ Professional and organisational knowledge

4.4 RESOURCE MANAGEMENT

Participate in the after-hours and weekend management of facilities during extended teaching and workshop programs run for the Department and outside organisations. Monitor stocks of consumables and advise on ordering requirements. Report and advise on equipment problems and faults.

4.5 BREADTH OF THE POSITION

This is a multi-function position, involving cadaver and specimen preparation and maintenance, prosection, administration and laboratory operation. The incumbent liaises directly with Departmental members involved in topographical anatomy.

5. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

7. Other Information

7.1 ANATOMY AND NEUROSCIENCE

<http://medicine.unimelb.edu.au/anatomy-neuroscience/>

7.2 SCHOOL OF BIOMEDICAL SCIENCES

<http://bsac.unimelb.edu.au/>

The School of Biomedical Sciences is part of the Faculty of Medicine Dentistry and Health Sciences. It was established on 1 January 2015 and comprises the Departments of Anatomy and Neuroscience, Biochemistry and Molecular Biology, Microbiology and Immunology, Pathology, Pharmacology and Therapeutics, and Physiology.

Situated on the University's Parkville Campus in a rich medical practice and research precinct the School has much to offer research and teaching staff alike.

7.3 FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES

www.mdhs.unimelb.edu.au

7.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

7.5 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has

adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

7.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>