Laboratory Supervisor – Body Donor Program

POSITION NO 0063390

CLASSIFICATION UoM 7


SUPERANNUATION Employer contribution of 17%

EMPLOYMENT TYPE 12-month position

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au
Position Summary

The Department of Anatomy & Physiology is a key provider of anatomical services and teaching both within The University of Melbourne and across other teaching institutions in Victoria. A key program within this service is the Body Donor Program, and the Department is responsible for the receipt of bodies donated by members of the Victorian Public under the Human Tissue Act 1982. The Laboratory Supervisor of the Anatomical Services Unit is responsible for oversight of the mortuary and associated laboratory areas and teaching resources, to ensure the facility runs in a coordinated and respectful manner.

The position reports to the Manager – Anatomical Services Unit and is responsible for the supervision and training of the technical staff within the team. The Laboratory Supervisor manages receipt and processing of donations within the mortuary and cataloging donations and specimens. In addition, this role manages the Departmental anatomy teaching and preparation areas and is responsible for the maintenance and provision of specimens and teaching resources.

The Laboratory Supervisor works closely with the Manager to coordinate surgical skills workshops for internal and external stakeholders. The position will manage and provide technical advice regarding anatomical examinations to external stakeholders and collaborators. The position will also oversee the management of the Department’s teaching space.

1. Selection Criteria

1.1 ESSENTIAL

- Completion of a tertiary qualification (preferably a Major in Anatomy) with extensive relevant experience or an equivalent combination of relevant experience and/or education/training
- Demonstrated knowledge and understanding of the Human Tissue Act 1982 and its application to anatomical teaching and provision/use of specimens
- Knowledge of other relevant Government and University statutory acts, regulations, codes of practice and guidelines
- Demonstrated technical skills in embalming and plastination techniques and an ability to train staff in these techniques
- Familiarity with new technologies and technical advancements in the field of anatomical specimen preservation
- Excellent communications skills, and the ability to effectively communicate with a diverse range of personnel including students and external clients
- Demonstrated experience in managing a team

1.2 DESIRABLE

- Experience with anatomical teaching programs
- Understanding of the University sector

1.3 SPECIAL REQUIREMENTS

- This role is responsible for the management of a technical area which requires the utmost respect and discretion
Ability to work outside standard hours, as many workshops are delivered on weekends or after hours

A current driver’s license is required as the successful candidate will be required to travel between locations within the Melbourne metropolitan areas.

2. **Key Responsibilities**

- Supervision of the anatomical services technical team including provision of training, when required
- Ensure compliance with the Human Tissue Act, including appropriate access and professional and sensitive handling and use of Human Tissue
- Manage recruitment, contracts and onboarding of casual staff
- Provide opportunities for staff development and training
- Ensure the compliant and respectful receipt and management of donations within the mortuary, and allocation of resources.
- Work with the Manager – Anatomical Services Unit to actively assess resourcing, and when required, coordinate the additional recruitment and training of staff.
- Provide advice on the technical resourcing required to deliver external client workshops and/or external client specimen supply requests.
- Manage and service equipment within the mortuary and teaching areas to ensure safe and efficient working environments, coordinate regular formaldehyde testing and recognise opportunities to upgrade with infrastructure.
- Liaise closely with Building Facilities Team to coordinate contractor management, regular servicing requests and manage maintenance.
- Member of relevant Departmental committees
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

3. **Job Complexity, Skills, Knowledge**

3.1 **LEVEL OF SUPERVISION / INDEPENDENCE**

This position operates under the broad direction of the Manager – Anatomical Services Unit and supervises the senior technical staff holding individual portfolios within this team. This position is expected to show independent problem solving and judgement.

3.2 **PROBLEM SOLVING AND JUDGEMENT**

This position requires considered judgement to determine the required resources for the various internal and external specimen requests. The Manager – Anatomical Services Unit relies on the advice of this position to determine the feasibility and technical resourcing required for specimen requests, and any associated costs.
3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This position has extensive knowledge of the preservation techniques, technical requirements and skills associated with anatomical laboratories and cadaveric preparation. The position will be familiar with the physical resources required to support these activities, and the ability to investigate new technologies and techniques.

In addition, the position understands the compliance requirements of the Human Tissue Act, 1982 and will ensure the compliant, respectful and private operations of the mortuary and associated laboratory areas. The position will develop a professional network beyond The University of Melbourne.

The position will be expected to know, or quickly acquire a detailed knowledge of the Departmental teaching requirements and timetabling to supervise the daily set-up and transitions between classes.

3.4 RESOURCE MANAGEMENT

The position works closely with the Manager - Anatomical Services Unit to advise on availability of specimens and with the Body Donor Coordinator to coordinate donations and cremations.

The position manages the day to day operations of the mortuary, ensuring a compliant, safe and efficient workplace.

3.5 BREADTH OF THE POSITION

The position works closely with the Manager - Anatomical Services Unit to coordinate all cadaver donations into the mortuary, and to prepare and deliver high quality specimens to the internal and external stakeholders and affiliated academic organisations.

4. 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.
5. **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:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

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

6. **Other Information**

6.1 **DEPARTMENT OF ANATOMY AND PHYSIOLOGY**

The Department of Anatomy and Physiology is one of the departments within the School of Biomedical Sciences in the Faculty of Medicine, Dentistry and Health Sciences. Further information is available at https://biomedicalsciences.unimelb.edu.au/departments/anatomy-and-physiology and http://biomedicalsciences.unimelb.edu.au/.

6.2 **SCHOOL OF BIOMEDICAL SCIENCES**

biomedicalsciences.unimelb.edu.au

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

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.

6.3 **THE FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES**

mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne’s Strategic Plan 2020-2030: Advancing Melbourne by providing current and future generations with education and research equal to the best in the world. It is Australia’s largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of $607 million for 2015. Reflecting the complexity of today’s global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.
6.4 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world’s top universities. Further information about our reputation and global ranking is available at www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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 hr.unimelb.edu.au/careers.

6.5 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.6 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 https://about.unimelb.edu.au/strategy/governance