

# Position description

## Histology Senior Officer

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|----------------------------------|----------------------------------------------------------------------------------|
| Department/Unit                  | Department of Anatomy and Developmental Biology<br>School of Biomedical Sciences |
| Faculty/Division                 | Faculty of Medicine, Nursing and Health Sciences                                 |
| Classification                   | HEW Level 7                                                                      |
| Work location                    | Clayton campus and Alfred Medical Research and Education Precinct (AMREP)        |
| Date document created or updated | 19 November 2016                                                                 |

### Organisational context

**Monash University** is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation.

For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu)

The **Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally. From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography & medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment.

To learn more about the Faculty, please visit [www.monash.edu.au/medicine](http://www.monash.edu.au/medicine)

The **School of Biomedical Sciences and Monash Biomedicine Discovery Institute** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The School and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Medical Imaging and Radiation, Microbiology, Pharmacology and Physiology comprise over 100 research groups and deliver discipline focused teaching into our flagship Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-related Degree Programs. We pride ourselves on an excellent and evolving teaching curriculum and our teaching space is about to be transformed by a new \$80 million dollar biomedical teaching building. Opening in 2019, the new building will provide world-class teaching and learning space for Biomedical Sciences.

All research staff in the School are also a member of the **Monash Biomedicine Discovery Institute (BDI)**. The BDI comprises six inter-disciplinary health-focused research Programs, each led by a research leader in the field. The BDI Programs include, Infection and Immunity, Cancer, Cardiovascular Disease, Development and Stem Cells, Metabolic Disease and Obesity and Neuroscience. The BDI works closely with clinical and drug development precincts at Monash and has a number of major industry partnerships to facilitate the translation of our research.

The School and BDI comprise over 100 research teams that publish over 700 papers in international journals every year. Annual research income is over \$50 million, the vast majority of which comes from the NHMRC and ARC. For more information about the School of Biological Sciences, please visit our website at [www.monash.edu/discovery-institute](http://www.monash.edu/discovery-institute) and <http://www.med.monash.edu.au/sobs/>

The **Department of Anatomy and Developmental Biology** is one of six Departments of the School of Biomedical Sciences. It is one of the strongest research and teaching Departments in the field. Staff and students are accommodated in high quality research space with easy access to all of Monash university's research platforms. Areas of research expertise include renal and lung biology, epithelial and reproductive biology, inflammation, embryology, cancer, stem cell biology and regenerative medicine.

The Department is responsible for the delivery and coordination of the developmental biology major within the BSc course, and the teaching of human anatomy in the medical, physiotherapy, radiography, biomedical science and science degrees (including a major in developmental biology). Teaching is conducted at both the undergraduate and postgraduate levels.

Further details about the department can be found at: [www.med.monash.edu.au/anatomy/](http://www.med.monash.edu.au/anatomy/)

**Monash Histology Platform (MHP)** is a member of a suite of technology platforms that aim to enhance local and international research outcomes by providing users with access to Platforms operated with world-best expertise, cutting edge technology and innovative research. Governed by the Office of the Vice-Chancellor (Research and Research Infrastructure), the Platforms have a strong commitment to providing quality services for education and training while enhancing the network and accessibility to University and industry researchers ([www.monash.edu/research/infrastructure](http://www.monash.edu/research/infrastructure)). MHP is certified to international standards (ISO9001).

MHP is located within **Department of Anatomy and Developmental Biology** which is responsible for the delivery of human anatomy teaching in the medical, physiotherapy, radiography, biomedical science and science degrees ([www.med.monash.edu.au/anatomy/](http://www.med.monash.edu.au/anatomy/)). The Department of Anatomy and Developmental Biology is located within the **School of Biomedical Sciences**. The School offers a range of undergraduate and graduate teaching options across various biomedical disciplines and is also highly active in research, with \$55 million in grant income from international and Australian funding agencies. Scientists conduct research in cancer, cardiovascular disease, development and stem cells, drug discovery, immunology and infection, metabolism and obesity, neuroscience and structural biology. Commercially, collaboration between researchers and investors is encouraged to accelerate the technology discovery process, and produce commercialised and clinical outcomes important in addressing the needs of society.

### **Alfred Medical Research and Education (AMREP)**

AMREP is a leading centre integrating biomedical and clinical research, education and health care. The centre brings together a collaborative partnership between Alfred Health, Monash University, Baker IDI Heart and Diabetes Institute, Burnet Institute, La Trobe University and Deakin University. AMREP is located on the site of The Alfred hospital on Commercial Road, Melbourne.

### **MHP-AMREP Histology Node**

Professional and well-coordinated core Histology capabilities are a critical requirement for support of the outstanding medical research and education within AMREP. The formation of a 'hub and spokes' operational model in 2014 has enabled on-site access to state-of-the-art equipment, structured training processes and specialist advice for both AMREP researchers and students.

The AMREP 'node' of the broader Monash Histology Platform 'hub' offers both a full start to finish *Professional* service in which the core facility undertakes the Histology work under a fee-for-service arrangement. In addition, a *Do it yourself* (DIY) model is available that provides access to laboratory facilities, specialist equipment, training resources and consumables.

## **Position purpose**

Working under the direction of the Monash Histology Platform (MHP) Manager, the Histology Senior Officer is responsible for performing a range of activities in support and delivery of the Histology Platform laboratory services including management, technical and administrative duties, quality initiatives and other activities associated with the laboratory.

The Senior Officer will be responsible for the evaluation, preparation, and accession of specimens, and for general day to day maintenance of equipment, preparation of reagents and additional duties where directed by the MHP Manager. The position will also involve responsibility for supervision of technical staff and students accessing the laboratory, as well as involvement in the teaching and educational aspects required by the Department.

A major undertaking of this replacement position will be to assist in the continued development, maintenance and expansion of nodal sites of Monash Histology Platform.

The first Monash Histology nodal alliance established at the Alfred Medical Research and Education Precinct (AMREP) in Melbourne now requires a fractional (0.4 FTE) on-site staff member. The remaining 0.6 FTE will be situated at Clayton campus, with potential for periods of time to be spent at further local MHP sites.

- **Reporting line:** The position reports to the MHP Manager
- **Supervisory responsibilities:** 2 Technical Officers and up to 5 casual Technical and Laboratory Assistants
- **Financial delegation and/or budget responsibilities:** NIL

## Key responsibilities

1. The evaluation, preparation, and accession of specimens, and general day to day maintenance of equipment, preparation of reagents and additional duties as directed by the Histology Manager
2. Assist the Histology Manager to coordinate and carry out the activities of the laboratory and nodes and ensure the production of high quality, accurate and timely preparations as specified by the policies, procedures and manuals of the Platform. This includes assisting the Histology Platform Manager in cost recovery exercises and providing recommendations for the acquisition of new equipment and appropriate equipment expenditure
3. Assist with the development, and implementation of new services within the Histology Platform, and specifically play an integral role in the continued maintenance, development and advancement of the AMREP node
4. Provide supervision and leadership to technical staff members, including planning & allocating resources, developing, coaching & mentoring employees and managing performance to deliver outcomes
5. Actively perform and maintain on-going quality improvement initiatives, developmental work, method selection and change management. Provide recommendations regarding the effectiveness of the quality management system and its processes, including suggestions for improvements related to customer and resource requirements needed to achieve quality objectives
6. Apply specialist technical subject matter expertise in a range of ways including training and supervision to staff and students, especially untrained clients at the AMREP node, on the use of all Histological equipment while supporting any teaching activities and programs. This includes participating in the development and implementation of work related workshops and presentations
7. Support and contribute to the ongoing development, implementation and review of the marketing program for the Histology Platform node, including marketing for internal users and external collaborators
8. Assist with the continued development, maintenance and implementation of protocols, manuals, guidelines (including training guidelines) and other programs to support staff and students at AMREP and ensure they are evidence-based and based on industry best practice. In addition, participate in the evaluation of new methodologies and equipment contributing to the formation of method and procedural documentation
9. Schedule, maintain and chair regular MHP-AMREP User Group meetings, enabling discussion of current practices, potential future directions and any other relevant Histological topics with clients. Pro-actively build and maintain positive relationships
10. Ensure that all technical capabilities are kept up to date, including those of all new services established, maintain a high standard of professional knowledge and participate in on-going educational activities to keep up to date in scientific trends and knowledge of Histological activities. Instil this expert knowledge and technical skills and capabilities onto Platform and nodal staff, students and clients of the Histology Platform

## Key selection criteria

1. A degree in a relevant area from a recognised University and extensive relevant work experience in all routine Histological fields, together with experience in management
2. Excellent Histopathology skills with experience in immunohistochemistry and tissue/cell analysis
3. Demonstrated managerial abilities including skills in leading and motivating staff, with the ability to work cooperatively as part of the team demonstrating initiative and flexibility
4. Excellent written and verbal communication skills combined with a high degree of initiative and the ability to meet deadlines and work with minimal supervision

5. Well-developed computer literacy, understanding of common Software packages including Microsoft Office, with the capability to learn new packages as required
6. Understanding of standard quality requirements involved in the maintenance of a routine Histology laboratory, and the ability to implement and maintain this system
7. Demonstrated ability to prioritise and multi task with good planning and organisational skills
8. Good inter-personal relationship skills; ability to formulate positive relationships

## Other job-related information

- Travel to other campuses and locations will be required and necessary to fulfill the position requirements
- Peak periods of work during which the taking of leave may be restricted

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

## Organisational chart

