

HISTOLOGY TECHNICAL OFFICER

DEPARTMENT/UNIT	Monash Histology Platform
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 4
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Faculty of Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The **Monash Biomedicine Discovery Institute (BDI)** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The Institute and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Microbiology, Pharmacology and Physiology comprise over 120 research groups and deliver discipline-focused teaching into our flagship Bachelor of 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 provide world-class teaching and learning space for Biomedical Sciences.

The BDI comprises six inter-disciplinary health-focused research Programs, each led by a renowned leader in the field. The BDI programs include Infection and Immunity, Cancer, Cardiovascular Disease, Development and Stem Cells, Metabolism, Diabetes 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; and will be closely aligned with the Victorian Heart Hospital (VHH), which is being built on the Clayton Campus. For more information about the BDI please visit our website at www.monash.edu.au/discovery-institute.

Monash Histology Platform 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 Faculty of Medicine, Nursing & Health Sciences and the Office of the Pro Vice-Chancellor (Research Infrastructure), the Platform has a strong commitment to providing quality services for education and training while enhancing the network and accessibility for University and industry researchers.

Monash and the Faculty of Medicine, Nursing and Health Sciences values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of [achievement relative to opportunity](#) in our selection processes.

POSITION PURPOSE

The Histology Technical Officer provides a variety technical services and assistance to researchers and staff in the Monash Histology Platform. The incumbent applies theoretical and technical knowledge to perform a range of tasks, including assisting in the day to day operations of MHP, setting up and maintaining equipment and undertaking various other tasks to support the delivery of quality results.

Reporting Line: The position reports to the Monash Histology Platform Manager under routine supervision

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Assist with the delivery of technical services which may include: Day to day technical operations, conducting tests and data collection activities. Assist with the set-up, calibration, installation, testing, maintenance and servicing of equipment, storing and administering materials and specimens samples, chemicals or other materials according to standards and protocols, undertaking tests, scientific or technical procedures
2. Provide guidance and basic advice to clients, staff, students and other stakeholders in the area of technical expertise, including use of equipment and compliance with standard operating procedures
3. Maintain the workspace, including attending to equipment, ordering and replenishing supplies, safely disposing of hazardous materials and keeping the area in a safe and tidy condition
4. Undertake data collection, record results and perform routine data analysis/evaluation
5. Provide feedback on and implement continuous improvement activities relating to project, research or technical procedures
6. Comply with standard operating procedures and Occupational Health and Safety (OHS) instructions, policies and procedures and take steps to identify and escalate OHS risks where appropriate
7. Maintain open and effective channels of communication with staff, clients and other stakeholders
8. Comply with ISO9001 Quality Management System
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A diploma level qualification with relevant work-related experience; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Experience in routine histological procedures and processes
3. Sound analytical, technical and data analysis skills in the Histology field, with a demonstrated capacity to apply effective technical methods, processes and systems
4. Strong organisational and time management skills, including the ability to perform high-volume tasks to meet deadlines, maintaining a high degree of accuracy and consistency
5. Strong attention to detail and accuracy and ability to exercise judgement on work methods and tasks and adhere to protocols, standard procedures/practices
6. Ability to work as an effective member of a team as well as independently under general supervision
7. An ability to acquire knowledge of and apply policies and procedures, such as OHS and standard operating procedures
8. Well-developed communication skills, including the ability to draft basic documentation and interact positively with colleagues and clients

9. Demonstrated computer literacy and ability to quickly adapt to and learn new software and systems

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.