



## POSITION DESCRIPTION

### Veterinary Bio Science

Faculty of Veterinary and Agricultural Sciences

## Histopathology Technician

POSITION NO	9500698
CLASSIFICATION	UoM 5 or UoM 6 <i>The level of appointment will be determined by the selection panel based on qualification and experience.</i>
SALARY	UoM 5 - \$71,816 - \$82,488 p.a. UoM 6 - \$83,301 - \$90,170 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Faye Docherty Tel +61 3 9731 2274 Email <a href="mailto:f.docherty@unimelb.edu.au">f.docherty@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

### **ABOUT THE POSITION**

The Histopathology Laboratory is a specialised veterinary laboratory providing histological and immunohistochemical services to the U-Vet Hospital, faculty staff and students, and research groups. It also acts as a referral centre for external Veterinary Pathology Laboratories.

The Histopathology Technician will be responsible for providing specialised expertise in histological and immunohistochemical techniques with the timely production of superior quality diagnostic tissue sections. This position will be responsible for coordinating laboratory resources, contributing to the safe management of a large chemical inventory, provision of advice on chemical safety to the Faculty, and providing training and supervision of postgraduate students and other staff, in all aspects of histopathology and good laboratory practice, and maintenance of diagnostic case files and archival materials.

In contributing to collaborative research projects, the Histopathology Technician may be required to modify or develop additional standard techniques, including such techniques as immunohistochemistry and in-situ hybridisation. This position may also conduct research and present findings at scientific conferences and in scientific publications.

### **ABOUT US**

The University of Melbourne has affirmed its position as the number one university in Australia and remains among the fastest-rising research universities in the world's top 100, according to the Academic Ranking of World Universities (ARWU). It is counted among the best universities in the world – 33 by the Times Higher Education (THE) and 32 by the US News and World Report Rankings. Please visit [Tradition of Excellence](#) for further information.

The Faculty of Veterinary and Agricultural Sciences provide over 20 courses and 300 subjects to approximately 3,500 equivalent full-time students. The Faculty provides the only professional entry veterinary program in Victoria and the Bachelor of Agriculture is the fastest growing undergraduate degree in Australia. The University of Melbourne's agriculture program is the largest in Victoria and ranked 36 in the world, whilst the Doctor of Veterinary Medicine program was the first graduate veterinary professional entry program in Australia. The Faculty is ideally placed to contemplate changes that have far-reaching consequences on its teaching, engagement and research.

## ***1. Key Responsibilities***

### **1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY**

- ▶ Produce tissue sections of consistently high quality in a timely fashion in accordance with Good Laboratory Practice policies and procedures.
- ▶ Provide technical expertise and advice on appropriate procedures and the use of equipment and reagents to academic staff, veterinary clinicians and postgraduate students of the Faculty and to external veterinary diagnostic and research personnel.
- ▶ Maintain all laboratory equipment in optimal operational condition.
- ▶ Ensure an adequate supply of reagents, and other consumables and minor equipment by monitoring usage and ordering appropriate replacement stock in a timely fashion.
- ▶ Maintain an accurate inventory of equipment, chemicals and consumables of the laboratory.

- ▶ Make recommendations and provide advice to the Laboratory Manager regarding timely and economical ordering of consumables, reagents and equipment items required for the diagnostic service and teaching and research commitments of the section.
- ▶ Act as a contact for sales representatives and communicate relevant information to stakeholders.
- ▶ Ensure purchasing records are maintained and solve any discrepancies that may arise.
- ▶ Maintain an accurate and comprehensive record of research and diagnostic work performed.
- ▶ Ensure compliance with relevant safety regulations, including appropriate storage and disposal of chemicals and biological waste products.
- ▶ Ensure maintenance of laboratory equipment, recognising malfunctions, and liaise with third parties to ensure timely repair.
- ▶ Maintain and update laboratory records relating to Environmental, Health and Safety, including equipment servicing records, chemical MSDS registers, standard operating procedures, risk analysis registers and personnel training records.

Additional responsibilities expected at UoM 6:

- ▶ Identify and troubleshoot complex technical problems, keeping abreast of current technical literature, and participate in national and international quality assurance programs.
- ▶ Resolution of complex technical problems through independent literature searches or experimentation for solution.
- ▶ Draw upon specialised knowledge to provide advice and assistance in the implementation of new safety biosecurity initiatives as appropriate.

## 1.2 INNOVATION AND IMPROVEMENT

- ▶ Collaborate with academic, research and other staff members of the Faculty, as well as students and members of external research groups on specific research projects as required, including developing and modifying standard techniques to meet the objectives of research projects.
- ▶ Contribute to the maintenance of the extensive archival materials of the anatomic pathology section, including tissue blocks, slides and paper records.

Additional responsibilities expected at UoM 6:

- ▶ Initiate solutions to complex technical problems or issues outside the scope of normal practice by using specialised knowledge, independent interpretation and judgement.

## 1.3 COLLABORATION AND LEADERSHIP

- ▶ Assist academic pathology staff in the timely submission of tissue sections and pathology reports to external agencies such as the AAPSP and AFIP.
- ▶ Contribute to the induction, training and supervision of staff, undergraduate and postgraduate students in the safe and effective operation of equipment and reagents.
- ▶ Maintain teaching materials required for undergraduate pathology classes and provide assistance to academic staff in their revision and updating of teaching materials.
- ▶ Provide assistance to academic staff in the clinical diagnostic and teaching activities of the section as required.

Additional responsibilities expected at UoM 6:

- ▶ Provide expert and specialised technical advice and assistance on complex tasks to academic staff and postgraduate students in the planning and execution of research projects, including development of novel techniques that require experimentation and evaluation prior to routine application where appropriate.
- ▶ Contribute to collaborative research projects as required and modify or develop additional standard techniques, including immunohistochemistry and in-situ hybridisation.
- ▶ Provide assistance in the supervision of undergraduate and postgraduate research students as appropriate.

#### 1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Participate and contribute to Environmental, Health and Safety audits.
- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
  - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
  - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

## 2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

#### 2.1 ESSENTIAL

- ▶ Relevant tertiary qualification in a relevant biological science discipline.
- ▶ Sound theoretical knowledge and relevant practical experience of histological techniques in a diagnostic or research laboratory setting.
- ▶ Demonstrated ability to learn and modify new techniques in tissue processing and staining.
- ▶ Well-developed attention to detail with proven ability to use judgement in interpreting results.
- ▶ Excellent organisational and time management skills with proven ability to work autonomously under limited supervision, manage competing deadlines and prioritise work.
- ▶ Relevant practical experience in effectively maintaining specimen archives and demonstrated understanding of good laboratory practice.
- ▶ Knowledge of and experience with regulations pertaining to environmental, health and safety, especially with respect to chemical hazard management and their application in a research and teaching laboratory setting.

- ▶ Well-developed interpersonal and communication skills with the ability to work effectively as part of a team with staff and students across all levels internally, externally and from diverse backgrounds.

In addition to those essential criteria shown above, the following criteria are required for UoM level 6:

- ▶ Demonstrated extensive experience in development of novel techniques that require experimentation and evaluation prior to routine application (e.g. immunohistochemistry; in situ hybridization etc).
- ▶ Demonstrated capacity to conduct and contribute to research under broad direction.
- ▶ Demonstrated specialised and technical expertise and ability to identify and troubleshoot complex technical problems, using independent judgement and initiative.
- ▶ Extensive knowledge and experience in the planning and execution of research projects; provision of technical advice and assistance to academic staff and postgraduate students.
- ▶ Demonstrated ability to provide assistance to (or supervision of) undergraduate and postgraduate research student projects as appropriate.

## 2.2 DESIRABLE

- ▶ Awareness and/or participation in national and international quality assurance programs.

## 2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- ▶ This position will require physical activity including manual handling.
- ▶ You are required to have relevant current vaccination status such as Tetanus, Hepatitis A and B and Q fever and other zoonotic diseases.
- ▶ This role will be expected to adhere to Veterinary Hospital infection control guidelines.
- ▶ This position requires a valid Working With Children Check.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Histopathology Technician operates under supervision of the Laboratory Manager and is expected to work under direction within the framework of the University and Faculty policies. The position has a level of independence and responsibility, including assisting with the training of junior staff and students within the section. Any problems arising from the diagnostic, research and teaching activities of the incumbent are resolved by consultation with the supervisor when necessary.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

This position requires technical expertise in histochemistry and in the use and maintenance of equipment and laboratory resources. Depending on the level of appointment it is expected that this position is able to recognise and resolve technical and operational problems as and when they occur and requires independent and sound judgement as well as sound analytical skills.

Judgement is also required in the allocation of laboratory resources to meet teaching, diagnostic and research commitments. Judgement regarding the purchase of reagents, other consumables and minor equipment and the optimal expenditure of allocated budgets is paramount, in consultation with the supervisor.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Working under general direction, this position will demonstrate well-developed organisational skills with proven ability to plan and prioritise workload in a busy environment. This position is expected to demonstrate knowledge of and expertise in tissue processing and histochemical techniques and have a desire to learn and troubleshoot methods. It is expected that the position will continue to develop knowledge, skills and experience to provide high quality technical expertise in the diagnostic and research activities of the Faculty.

In addition, the Histopathology Technician will have thorough knowledge of and operate at all times in accordance with university and faculty policies and procedures including sound knowledge of administrative and governance structures and be compliant with relevant legislation, ensuring the safety of all users of the Anatomic Pathology facilities.

### 3.4 RESOURCE MANAGEMENT

The Histopathology Technician is responsible for ensuring that all equipment is kept in operational condition and that a sufficient supply of consumables is available to meet diagnostic, research and teaching requirements.

### 3.5 BREADTH OF THE POSITION

This position is responsible for a variety of tasks requiring technical, administrative and personnel management skills, and contributes to undergraduate teaching, postgraduate specialty training in anatomic pathology, and to research. This position requires effective liaison with academic staff, postgraduate students, staff of the Veterinary Clinic and Hospital and external clientele (including personnel from private veterinary diagnostic laboratories and other research institutions).

## 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 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 service for excellence and reach the targets of Growing Esteem.

## **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:

<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.

## **6. Other Information**

### **6.1 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES**

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

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health<sup>1</sup>, in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

### **6.2 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>.

### 6.3 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.

#### 6.4 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>.