POSITION DESCRIPTION

The University of Melbourne 
(logo)

Department of Anatomy and Physiology

Faculty of Medicine, Dentistry and Health Sciences

Histopathology-Technical Officer

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| Position No | 0054346 |
| Classification | PSC 5 |
| Salary | $75,011 - $86,158 p.a. |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Full-time |
| BASIS OF EMPLOYMENT | 12 months |
| 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](http://hr.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 | Tina Cardamone Tel: +61 3 8344 8044 Email: t.cardamone@unimelb.edu.au  Please do not send your application to this contact |

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

Position Summary

The position is located with [Phenomics Australia (PA) Histopathology and Slide Scanning Service](https://biomedicalsciences.unimelb.edu.au/departments/anatomy-and-physiology/research/services-anatomy-and-physiology/phenomics-australia-histopathology-and-digital-slide-service) based in the Department of Anatomy and Physiology and led by Professor Janet Keast. The Service assists researchers across Australia to analyse histological images and data on modified, treated or genetically engineered animals and determine true phenotype deviation.

As a Technical Officer you will assist with the day-to-day operation of the Histopathology and Slide Scanning Service with an emphasis on histology. You will be responsible for performing systematic animal necropsies, tissue processing, paraffin sectioning and staining. You will also be responsible for operating slide scanning equipment, digitising slides and updating data management systems. There is emphasis on attention to detail, accurate record keeping and an ability to carry out tasks concurrently with no compromise of quality.

The School of Biomedical Sciences and its Departments foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all to live by our Faculty Values of:

* Collaboration
* Compassion
* Respect
* Integrity
* Accountability

# Key Responsibilities

* Animal Necropsy:

Receive and handle live animals from various research laboratories across Melbourne and interstate for evaluation.

A systematic necropsy of each animal is conducted by the incumbent where over 30 organs are harvested and all macromorphological details are documented

* Tissue preparation for histology:

Process, block and section the tissue on a microtome. Sections are stained with Haematoxylin and Eosin.

* Documentation of histological data:

The Histopathology and Slide Scanning Service works closely with Veterinary and Medical Pathologists to produce a comprehensive histopathology report of the experimental animal cohort. You will be responsible for compiling all the histological data and presenting it to the Pathologists for comment.

* Digitisation of stained slides and data management:

Scan all slides generated from each experimental animal using several state-of-the-art digital slide scanners. The digitised images and all data pertaining to each strain is uploaded onto the case management database. You will be required to maintain and update all case and data management systems. This requires sound computer literacy. Training and support will be provided.

* Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6

# Special Requirements

* Experience and confidence in handling live animals (rodents)
* Experience and expertise in Histology and Microtome use

# Selection Criteria

## Essential

* Completion of graduate Science, Biomedical Science or Medical Laboratory Science degree
* Demonstrated experience and expertise in the theory and practice of histological techniques
* Demonstrated experience and confidence in small animal handling (live rodents) and tissue harvesting
* Highly developed attention to detail and demonstrated ability to keep accurate records.
* Good time management and organisational skills.
* Ability to multitask
* Computer literacy and ability to learn new programs.
* Excellent oral and written communication and interpersonal skills.
* Demonstrated ability to work to deadlines and set priorities
* Demonstrated ability to work as part of a team

## Desirable

* Familiarity with the principles and interpretation of tissue histology and rodent anatomy
* Experience working in a diagnostic anatomical pathology laboratory
* As animal work is performed in the morning to conform to work schedules, applicants who can commence work at 8:30 am will be well considered.

# Job Complexity, Skills, Knowledge

## Level of Supervision / Independence

General direction by the manager, where instruction, advice and assistance is provided as needed. Review of work may be frequent but not usually detailed and emphasis is placed on quality of completed assignments.

## Problem Solving and Judgement

The incumbent requires a moderate level of judgement and problem-solving skills, with the ability to customise evaluations based on the needs of the requesting researcher, detect suboptimal results and rectify immediately and ensure all levels of the reporting and evaluation process (as outline in the Standard Operating Procedures) are completed. The incumbent will be required to respond to a variety of issues, often with competing timelines. Overly complex issues are to be referred to the manager. Exceptional time management skills and the ability to prioritise competing demands are essential.

## Professional and Organisational Knowledge

The incumbent is required to develop comprehensive knowledge of the OHS and risk management policies and procedures of the University of Melbourne.

## Resource Management

The budget for this role is managed by the PA Histopathology and Slide Scanning Service Head, Professor Janet Keast. At times, the incumbent will be requested to source quotes for purchasing or activities and provide this information to the manager.

## Breadth of the position

* Collaborate with requesting research personnel within the University and in other research institutions to provide a thorough evaluation of a submitted experimental animal cohort.
* Provide support and advice to research personnel within the University and in other research institutions requesting Digital Slide Scanning Services

# 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.

# 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.

# Other Information

## ANATOMY AND Physiology

<https://biomedicalsciences.unimelb.edu.au/departments/anatomy-and-physiology>

The Department of Anatomy and Physiology has only recently come into fruition and is an amalgamation between the Departments of Anatomy and Neuroscience and Physiology. Both Departments have long and illustrious history and have come together to produce a Department with a remarkable breadth and depth in research expertise that underpin our key research themes of neuroscience, metabolism and cardiovascular sciences, muscle biology, and cell biology. The increase in critical mass of our researchers will also help position the department as a key partner for Medical Research Future Foundation (MRFF) and other large-scale grant applications relating to chronic, developmental, and degenerative diseases. The goal of the combined department is to remain at the forefront of scientific research aimed at understanding the structure and function of the human body in health and disease, employing novel and imaginative research methods.

We are widely recognised for our innovation in teaching, both through the development of online resources and in the use of active learning approaches in face-to-face teaching. Constant review and refinement of the curriculum and educational methods ensures that we best prepare students for scientific independence as they enter graduate and postgraduate professional and research careers.

Our synergies in teaching extending beyond award programs to custom education programs focused on health professionals and industry.The former Department of Anatomy and Neuroscience hadalready initiated the *Melbourne Academy of Surgical Anatomy* in 2020, which has potential to be the largest of its kind in the southern hemisphere, underpinned by one of the largest donor programs in the country established to support the teaching and study of anatomy.

Physiology brings its considerable experience in the digital learning space. By combining expertise, it is envisioned that the Department of Anatomy and Physiology will be able to develop custom programs for health professionals and industry relevant to priority health challenges, such as cardiorespiratory and metabolic disorders.

Our Department also hosts the Phenomics Australia Histopathology and Slide Scanning Service, providing detailed histological phenotyping and digital scanning of data from mutant mice. Our researchers are in the Triradiate Medical Building and the Melbourne Brain Centre, and have access to excellent research facilities, including confocal and live cell imaging microscopes, laser capture dissection, tissue culture, histology, electrophysiology and molecular biology.

## SCHOOL OF BIOMEDICAL SCIENCES

<https://biomedicalsciences.unimelb.edu.au/>

The School of Biomedical Sciences is one of the most prominent and diverse Schools in the Faculty of Medicine, Dentistry & Health Sciences and is comprised of three Departments - Anatomy and Physiology, Biochemistry and Pharmacology, and Microbiology and Immunology.

The School is situated on the University’s Parkville Campus and is part of the largest biomedical precinct in the southern hemisphere, providing access to world class research facilities for staff and students.

The School fosters a values-based culture of innovation and creativity to achieve research and teaching excellence.

## Faculty of Medicine, Dentistry and Health Sciences

[www.mdhs.unimelb.edu.au](http://www.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 2015-2020: Growing Esteem 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.

## 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>.

## 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.

## 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>