

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Medical Scientist
Position Number:	523921
Classification:	Allied Health Professional 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South – Royal Hobart Hospital Pathology
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	Medical Scientist in Charge
Effective Date:	August 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Satisfactory completion of an appropriate course of study at a recognised tertiary institution.</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Position Features:	Participation in weekend and out-of-hours call-back rosters may be required.

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Provide bioinformatic expertise as part of a team of professional staff engaged in microbial genomic analyses across multiple disciplines for clinical and public health microbiology,

Demonstrate competence and proficiency compatible with their level of experience in the provision of this service.

Contribute to new initiatives, particularly related to bioinformatics, in the Molecular Medicine Laboratory.

Duties:

1. Design and implementation of bioinformatic pipelines for clinical and public health microbiology.
2. Validation and documentation of bioinformatics according to national accreditation standards.
3. Routine analysis of sequence data for clinical and public health microbiology.
4. Create clear and informative reports of genomic data, including phylogenetic trees, heatmaps, and other relevant plots. Prepare comprehensive reports and presentations for clinicians, THS agencies and research publications.
5. Investigate and advise on information technology equipment within budgetary considerations.
6. Participate in local and national departmental research and development activities.
7. Participate in state and national interest groups/committees as appropriate.
8. Maintain adequate records of work performed.
9. Train other scientific staff in bioinformatic workflows.
10. Assist in the review and writing of laboratory protocols and procedures.
11. Participate in external and internal quality assurance programs and approved research studies.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Medical Scientist will work under the professional guidance of Genomic Pathologists, the Medical Scientist in Charge and Deputy Manager of Molecular Medicine. The level of supervision received is dependent on the level of experience attained and the ability of the individual to demonstrate sound professional judgment. The occupant will be responsible for:

- Communicating with clinical, public health and scientific staff at local and national levels.
- Analysis and interpretation of genomic data of pathogens to support clinical, public health initiatives and surveillance efforts.
- Working closely with laboratory scientists, epidemiologists and clinicians. Collaborate on interdisciplinary projects and communicate results effectively to both technical and non-technical audiences.
- Maintaining a high standard of professional and technical work.
- Maintaining a safe working environment.

- Participating in an emergency response during communicable disease outbreaks that may occur at short notice and for extended periods of time.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated ability to develop and validate bioinformatic pipelines relevant to clinical and public health microbiology.
2. Demonstrated experience in wet lab sequencing techniques and technologies.
3. Demonstrated understanding of and experience working with pathogens of clinical and public health importance.
4. Strong analytical and problem-solving skills, with meticulous attention to detail. Ability to troubleshoot and resolve bioinformatics challenges and optimise computational workflows.
5. Excellent verbal and written communication skills, with the ability to convey complex technical information to diverse audiences. Proven ability to work collaboratively in multidisciplinary teams and manage multiple projects simultaneously.
6. Demonstrated initiative and ability to coordinate, organise and prioritise workloads.

7. Postgraduate training in bioinformatics/computational science is desirable.
8. Well-developed interpersonal and communication skills and the ability to work effectively both independently and in a team environment.
9. Ability to use office based computer applications and bioinformatic tools.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).