

POSITION DESCRIPTION – Professional Staff For levels 6/7 and above

Position Title: Anatomy Laboratory Team Leader Level: 6/7
Faculty/Division: Science, Medicine and Health Department/Location: Anatomy Laboratory

Primary purpose of the position:

Coordinate the day to day operation of the Anatomy Laboratory, including supervision of Anatomy Laboratory staff, dissection and maintenance of specimens, general supervision of the Laboratory and purchase and maintenance of anatomical models and teaching aids. University WHS requirements must be met and maintained, including the Australian Standard for Safety in Laboratories, and compliance with all relevant legislation, including the NSW Anatomy Act 1977, NSW Health Policy Directive on the Conduct of Anatomical Examinations and Anatomy Licensing and NSW Human Tissue and Anatomy Legislation Amendment Act 2003.

Position Environment:

The Faculty of Science, Medicine and Health (SMAH) is one of 5 faculties at the University of Wollongong. It is comprised of the Schools of Biological Sciences, Chemistry, Earth & Environmental Sciences, Medicine and Nursing & Midwifery. The Faculty delivers innovative teaching and leading research in the fields of science, medicine and health, and strives to connect students, business and community at the rural, regional, national and global levels.

The Faculty has 5,120 undergraduate and postgraduate students onshore and offshore, supported by 292 academic staff and 136 professional services staff. In addition to the Wollongong campus, we operate on 4 regional campuses (Batemans Bay, Bega, Shoalhaven and Southern Sydney) and numerous rural sites throughout NSW.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Supervision and direction of anatomy technical staff.	Teaching needs are met and staff workload is evenly distributed	10%	
2.	Day to day coordination of Anatomy Laboratory activities including purchasing consumables; ensuring maintenance of the laboratory; input into forward resource planning and liaison with Body Donation Coordinator.	The successful day to day operation of the Anatomy Laboratory	10%	
3.	Preparation of complex and specialised prosecutions and preparation of specimens in response to teaching needs (including embalming).	The production of high quality teaching specimens to support teaching and research	40%	
4.	Liaise with academic staff to ensure that required specimens or other materials are available for teaching or research when needed.	Sufficient appropriate specimens are available for each class	10%	
5.	Coordinate visits to the lab by external groups such as TAFE	Access to external	5%	

	and schools.	groups facilitated without impacting upon UOW teaching use of lab		
6.	Ensure housekeeping practices in the lab are developed and maintained.	Lab is clean at all times, in line with best practice	5%	
7.	Carry out practical setup and breakdown for classes using the anatomy laboratory. Assistance may be required on other lab classes.	The efficient and timely management of scheduled class activities	10%	
8.	Maintenance of laboratory equipment and teaching aids. Advice to manager on replacement.	Consistent availability of teaching aids and laboratory equipment.	5%	
9.	Ensure the Anatomy Laboratory maintains compliance with relevant legislative and best practice requirements. Maintain the anatomical database.	Database to be compliant with relevant NSW Legislation	5%	
10.	Implementation of Staff and Student induction and authorisation procedures.		Ongoing	
11.	Supervisory roles: Non-academic supervision of students	Student supervision through operational hours	Ongoing	
12.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
13.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
14.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Technical Services Manager, SMAH
The position supervises the following positions:	Anatomy Laboratory Technical Officers
Other Key Contacts:	Anatomy Licensee

Key Relationships:

Contact/Organisation:

Anatomy Licensee
Anatomy Committee
Body Donation Program Coordinator
School of Medicine Anatomy Academic Leaders

Purpose & Frequency of contact

Compliance with NSW legislations – Weekly
Implement Committee outcomes – Quarterly
Management of the Body Donation Program – Weekly
Develop strategies for improving teaching facilities and resources – Weekly

Key Challenges:

1. Compliance with relevant WHS and NSW Legislation and Health Policy.
2. Smooth operation of a highly utilised faculty wide facility.
3. Foster a safe and conducive learning environment, accounting for the varied requirements of Academics and students.
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Extensive knowledge of human anatomy
- Demonstrated ability to apply legislation in a work environment
- Demonstrated knowledge of facility management, including working within a budget and reporting on laboratory activities.
- Demonstrated skills in all aspects of complex cadaver dissection, including design of prosections.
- Demonstrated understanding of the appropriate use, transportation and storage of hazardous substances.
- Demonstrated understanding of manual handling, machine assisted and team lifting techniques as the job requires transportation of loads up to approximately 120kgs.
- Demonstrated communication skills with staff and students of all levels.

Desirable:

- An understanding of the NSW Anatomy Act 1977 and the NSW Human Tissue and Anatomy Legislation Amendment Act 2003.

SELECTION CRITERIA - Education & Experience:

Essential:

- Completed an undergraduate degree in a related field (such as medical science) or a combination of education/experience/training deemed to be equivalent.
- Extensive dissection experience in a human anatomy laboratory.
- Experience in successfully leading teams.
- Experience in developing, implementing and improving processes.

Desirable:

- Experience in embalming of human anatomical specimens

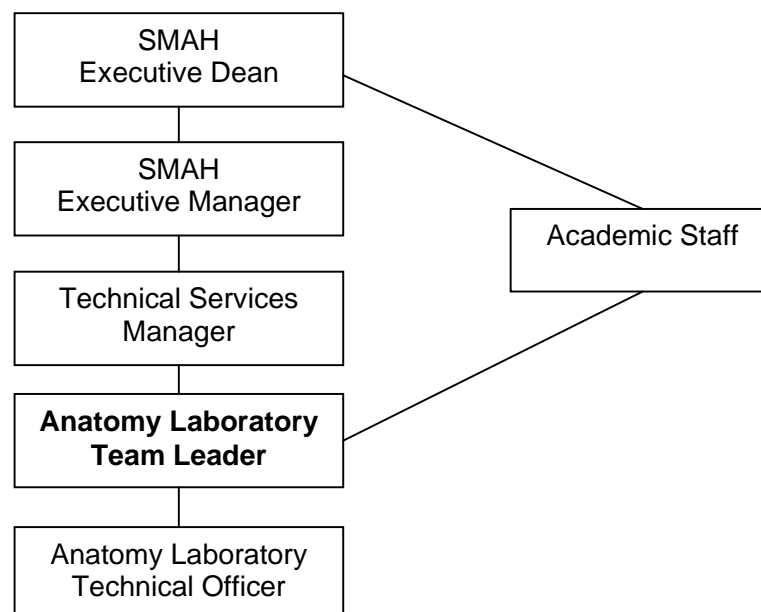
Personal Attributes:

- Well-developed interpersonal skills
- Excellent time management, communication and organisational skills.
- Attention to detail.
- Ability to work effectively within, and contribute to a work team.
- Ability to work independently.
- Proven ability to prioritize and meet deadlines.

Special Job Requirements:

- An appropriately respectful attitude to the sensitivities and ethics of working with human cadavers.
- An ability to occasionally work early mornings or in the evening.
- Manual handling will be a regular part of this role.

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____