

POSITION DESCRIPTION – Professional Staff
For levels 1 to 5

Position Title: Technical Officer Level: 5
Faculty/Division: Science, Medicine and Health Department/Location: Anatomy Laboratory

Primary purpose of the position:

To provide technical assistance and support in the Anatomy Laboratory including dissection and maintenance of human anatomical specimens and preparation of the lab for teaching.

Position Environment: (Optional)

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 Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Perform dissections of human cadaveric specimens as required for teaching use.	50%	<input type="checkbox"/>
2. Setting up and dismantling all equipment and specimens that are required for practical classes. Assistance in other labs may be required.	20%	<input type="checkbox"/>
3. Provide technical assistance, where appropriate, when classes are operating.	10%	<input type="checkbox"/>
4. Assist with procurement, repair and maintenance of equipment.	10%	<input type="checkbox"/>
5. Maintain housekeeping practices at a high level.	10%	<input type="checkbox"/>
6. Assist with staff and student induction/authorisation procedures. Non-academic supervision of students.	Ongoing	<input type="checkbox"/>
7. Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	Ongoing	<input type="checkbox"/>
8. Observe principles and practices of Equal Employment Opportunity.	Ongoing	<input type="checkbox"/>

9. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document.	Ongoing	
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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: Anatomy Laboratory Team Leader

The position supervises the following positions: Nil

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Extensive knowledge of human anatomy.
- Knowledge of and demonstrated experience in apply OHS principles in a variety of laboratory settings.
- Demonstrated understanding of manual handling, machine assisted and team lifting techniques as the job requires transportation of loads up to approximately 120kgs.
- Demonstrated proficiency in working independently and managing competing priorities.
- Demonstrated experience in liaising and communicating effectively with academic staff and students.
- Familiarity with computer systems.

Desirable:

- An understanding of the NSW Anatomy Act 1977 and the NSW Human Tissue and Anatomy Legislation Amendment Act 2003 and demonstrated experience in applying this legislation in the workplace.

SELECTION CRITERIA - Education and 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.

- Previous experience in human tissue dissection.

Desirable:

- Experience in embalming of human anatomical specimens

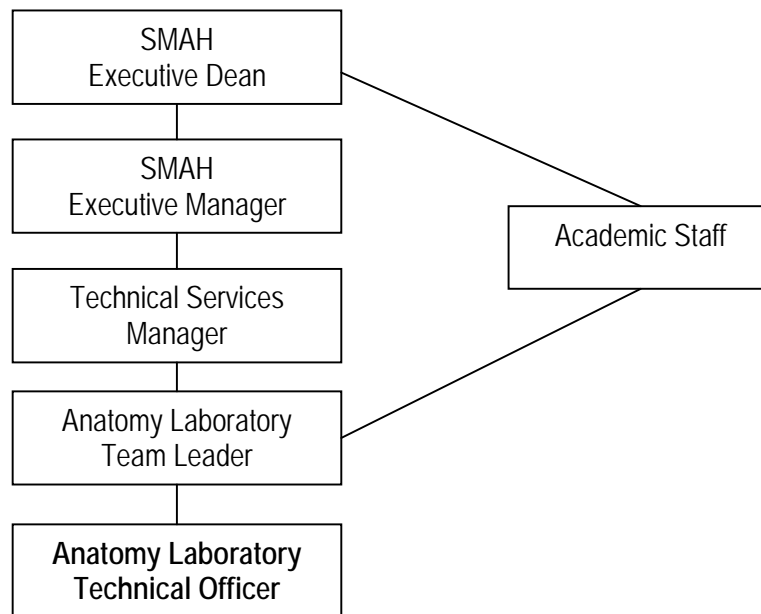
Personal Attributes:

- 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.

Special Job Requirements:

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

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____