

POSITION DESCRIPTION Professional Services Staff

Position Title: Technical Officer **Level:** 5
Faculty/Division: Faculty of Science, Medicine and Health (SMAH) **Unit:** Anatomy Laboratory

Position Environment:

The Faculty of Science, Medicine and Health (SMAH) is committed to quality outcomes delivered via a sustainable model where development and innovation are key elements of all that we do. SMAH is one of UOW's five Faculties and incorporates the Schools of Chemistry, Biological Sciences, Earth and Environmental Science, Nursing, and the School of Medicine (incorporating the Graduate School of Medicine).

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 laboratory for teaching.

Major Responsibilities:

| Tasks | Percentage of Time |
|---|--------------------|
| 1. Perform dissections of human cadaveric specimens as required for teaching use. | 40% |
| 2. Setting up and dismantling all equipment and specimens that are required for practical classes. Assistance in other laboratories may be required. | 20% |
| 3. Provide technical assistance, where appropriate, when classes are operating. | 10% |
| 4. Assist with procurement, repair and maintenance of equipment. | 10% |
| 5. Maintain housekeeping practices at a high level. | 10% |
| 6. Participate in the continuous improvement of the operations of the Anatomy Laboratory | 5% |
| 7. Assist with staff and student induction/authorisation procedures. Non-academic supervision of students. | 5% |
| 8. Supervisory roles: Communicate and consult with staff on workplace and staffing matters. | Ongoing |
| 9. Observe principles and practices of Equal Employment Opportunity and have WH&S responsibilities, accountabilities and authorities as outlined in the WHS Roles and Responsibilities Document | |

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 and Skills:

Essential:

- Extensive knowledge of human anatomy
- Knowledge of and demonstrated experience in applying WHS principles in a variety of laboratory settings
- Demonstrated understanding of manual handling, machine assisted, and team lifting techniques and the ability to move loads up to approximately 120 kgs
- 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, with an ability to prepare specimens for teaching
- Demonstrated experience in undertaking the housekeeping required in an anatomy lab.

Desirable:

- Experience in embalming of human anatomical specimens

Personal Attributes:

- Excellent time management, communication and organisational skills
- Attention to detail
- Ability to work within, and contribute effectively 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:

Available on request

Approval:

Approval by Manager, Technical Services:

Date:

Approved by Human Resources:

Date:
