

POSITION DESCRIPTION Professional Services Staff

Position Title: Team Leader, Anatomy Laboratory **Level:** Level 6/7
Faculty: 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 Midwifery, and the School of Medicine (incorporating the Graduate School of Medicine).

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 and general supervision of the Laboratory. 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.

Major Responsibilities:

	Responsibilities	Outcome	% of Time
1.	Preparation of complex and specialised prosections and preparation of specimens in response to teaching needs (including embalming).	The production of high quality teaching specimens to support teaching and research	35%
2.	Supervision and direction of anatomy technical staff	Teaching needs are met and staff workload is evenly distributed	10%
3.	Day to day coordination of Anatomy Lab activities including purchasing consumables, ensuring maintenance of the Lab, input into forward resource planning and liaison with Body Donation Coordinator	The efficient day to day operation of the Anatomy Lab	10%
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.	Carry out practical setup and break down for classes using the Anatomy Lab. Assistance may be required on other Lab classes.	The efficient and timely management of scheduled class activities	10%
6.	Coordinate visits to the Lab by external groups such as TAFE and schools	Groups facilitated without impacting upon UOW teaching use of Lab	5%
7.	Ensure housekeeping practices in the Lab are developed and maintained	Lab is clean at all times, in line with best practice	5%
8.	Maintenance of laboratory equipment and teaching aids. Advice to manager on replacement	Consistent availability of teaching aids and Lab equipment	5%
9.	Ensure the Anatomy Lab maintains compliance with relevant legislative and best practice requirements. Maintain the	Database to be compliant with relevant NSW Legislation	5%

	anatomical database.		
10.	Ensure support of researchers using the anatomy lab facilities	Research is well supported	5%
11.	Implementation of Staff and Student induction and authorisation procedures.		Ongoing
12.	Supervisory roles: Non-academic supervision of students	Student supervision through operational hours	Ongoing
13.	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
14.	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		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

The position supervises the following positions: Anatomy Lab Technical Officers

Other Key Contacts: Anatomy Licensee, Body Donation Program Coordinator

Key Relationships:

Contact/Organisation:

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

Purpose and Frequency of contact:

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

Key Challenges:

- Compliance with relevant WHS and NSW legislation and health policy
- Smooth operation of a highly utilised faculty-wide facility
- Foster a safe and conducive learning environment, accommodating the varied requirements of Academics and students
- 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
- Excellent demonstrated people management skills
- 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 and an ability to move loads of up to approximately 120 kgs
- Demonstrated communication skills with staff and students of all levels
- Demonstrated skills in time management and organisation
- An understanding of hygiene and housekeeping requirements in an Anatomy Laboratory

Desirable:

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

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
- Demonstrated experience in facility management, including working within a budget and reporting on Lab activities
- Demonstrated experience in developing, implementing and improving processes

Desirable:

- Experience in embalming of human anatomical specimens

Personal Attributes:

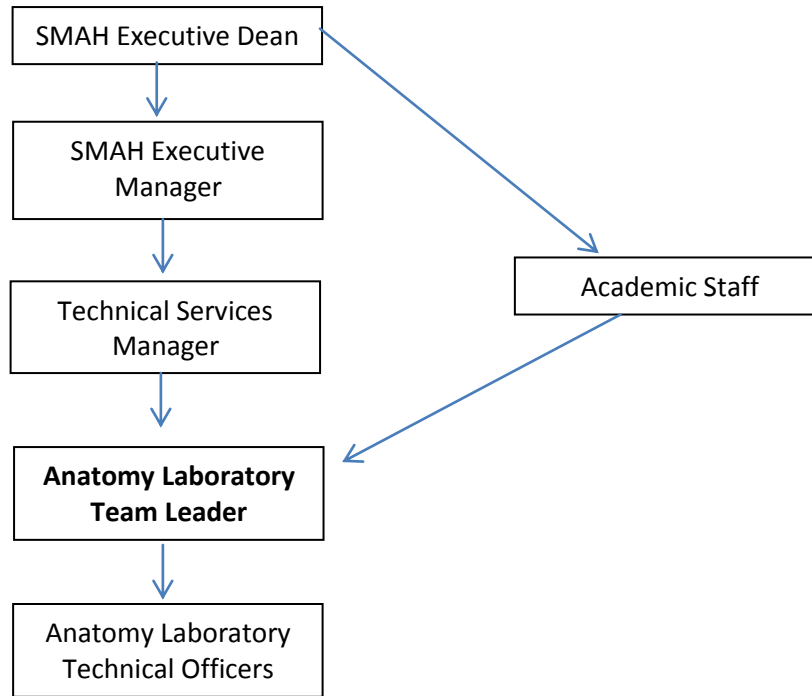
- Well-developed interpersonal skills
- Attention to detail
- Ability to work effectively within, and contribute to, a work team
- Ability to work independently
- Proven ability to prioritise and meet deadlines

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 evenings

- Manual handling will be a regular part of this role, including team lifting of loads up to 120 kgs

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____