

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

Position Title: Anatomy Laboratory Manager

Level: 6/7

Faculty/Division: Science, Medicine and Health

Department/Location: School of Health Sciences

Primary purpose of the position:

Manage 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, purchase and maintenance of anatomical models and teaching aids, maintaining compliance with University WHS requirements, including the Australian Standard for Safety in Laboratories, and maintaining 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 is one of the largest Faculties within the University of Wollongong and incorporates schools of Biological Sciences, Chemistry, Earth and Environmental sciences, Exercise and Nutritional Sciences, Nursing and a Graduate School of Medicine.

The position encompasses teaching programs and research in above areas. The position is within the anatomy laboratory, a teaching and research facility located within the Faculty and is utilised by several academic programs at the University.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Percentage of Time	Office Use Only
1	Day to day management of Anatomy Laboratory activities, including purchasing consumables and ensuring maintenance of the laboratory, and input into forward resource planning	The successful day to day operation of the Anatomy Laboratory	30%	
2	Supervision of staff designing and preparing complex and specialised prosecutions and preparing specimens.	Supervising the production of high quality teaching specimens to support teaching and research	20%	
3	Contribute to the strategic direction of the Anatomy Laboratory including membership of the Anatomy Committee.		15%	
4	Assistance to the operation of the Body Donation Program including management of resources and communication with funeral directors, crematorium staff and families of donors as required with other associated tasks as directed.	The successful operation of the Body Donation Program	15%	
5	Assist anatomy laboratory officers with practical setup and breakdown when required	The efficient and timely management of scheduled class activities	10%	
6	Management & maintenance of laboratory equipment and teaching aids	Consistent availability of teaching aids and laboratory equipment	5%	
7	Management of the anatomical database	Database to be compliant to relevant	5%	

		NSW Acts		
8	Ensure the Anatomy Laboratory maintains compliance to relevant legislative and best practice requirements		Ongoing	
9	Development and implementation of Staff and Student Induction procedures		Ongoing	
10	Non-academic supervision of students	Student supervision through operational hours	Ongoing	
11	Oversee work activities of anatomy laboratory staff	All tasks are completed to a high quality and in a timely manner	Ongoing	
12	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	
13	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	

Reporting Relationships:

Position Reports to:	Manager, School of Health Sciences
The position supervises the following positions:	Anatomy Laboratory Technical Officers
Other Key Contacts:	Anatomy Licensee, GSM Coordinator of Anatomy, Anatomy Committee

Key Relationships:

Contact/Organisation:

Anatomy Licensee
GSM Coordinator of Anatomy
Anatomy Committee
Body Donation Program Coordinator
SHS Anatomy Academic Lead

Purpose & Frequency of contact

Compliance with NSW Legislations (Weekly)
Develop facility for future needs (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 Acts / 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 medium weight loads (1-20kg)

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 a 3-year undergraduate degree in medical science
- At least 12 months dissection experience in a human Anatomy Laboratory
- Experience in leading work teams
- Experience in developing, improving and implementing processes

Personal Attributes:

Essential:

- 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:

Must meet the requirements of a pre-employment medical assessment prior to appointment.

Organisational Chart:

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____