

Position Title	Anatomy Facility Manager
Group/Portfolio	Griffith Health
Classification	HEW Level 8
Position Number	00051620
Reports To	Chair of Anatomy
Employment Type	Continuing

1.0 Position Purpose

The Anatomy Facility Manager provides leadership and oversight of the University's anatomy facilities to ensure the safe, ethical, and compliant operation of anatomical teaching, research, and donor programs. Working closely with the Chair of Anatomy, the role supports the fulfilment of statutory obligations under the Transplantation and Anatomy Act and Regulations (QLD) and all other relevant legislation.

The position is responsible for the operational, technical, and administrative management of anatomy facilities, including governance, reporting, and compliance frameworks. The Anatomy Facility Manager leads and supports technical and professional staff, oversees systems and processes, and drives continuous improvement initiatives to ensure best practice, risk mitigation, and alignment with university standards, regulatory requirements, and professional expectations.

2.0 Eligibility Requirements

- The occupant of this role must hold relevant academic qualification in human anatomy, or equivalent qualifications and experience.

3.0 Key Responsibilities

- Work co-operatively with the Chair of Anatomy in fulfilling the Custodian responsibilities under the Transplantation and Anatomy Act and Regulations (QLD) and all other relevant legislation. Manage the technical and administrative reporting obligations for the operation of the anatomy and pathology facilities to ensure Griffith University's compliance with all relevant legislation and University policies and procedures.
- Manage the anatomy and pathology teaching laboratories and learning centre, and their respective specimen preparation facilities. Provide technical and administrative support as required to the Chair of Anatomy and users of the anatomy and pathology facilities. This includes leadership of the technical and administrative staff in the area and ensuring that the anatomy and pathology facilities are utilised according to legislative requirements and University policies and procedures.
- Manage the University's Body Donation Program including liaison with academic staff, relevant industry contacts and when necessary, donors or their next of kin. Ensure

appropriate and timely communication with stakeholders. Manage donor databases and quality systems in line with relevant legislation and policies.

- In collaboration with the Chair of Anatomy, the incumbent liaises with external stakeholders to maintain compliance with the School of Anatomy License.
- Work co-operatively with the Chair of Anatomy or nominee in planning, developing and administering use of anatomy and pathology facilities by external groups and for special purpose events. These may include professional workshops, facility tours, and postgraduate training activities. This role includes liaison and negotiation with the Dean Academic, key academic staff and potential users to determine requirements; coordination of procurement of materials; participation in preparation of financial contract documentation and budgets; and facilitation of cost recovery to the Anatomy Discipline and other elements where appropriate.
- Effectively manage the technical and cadaver resources for all classes, workshops, inter-institutional loans and research as required. This includes providing assistance to academics utilising the anatomy facility. Manage the anatomy and pathology teaching laboratories, plastination laboratory, cadaver storage and workrooms and museum, and their respective specimen preparation facilities including the maintenance of both specimens and the associated specialist equipment.
- Collaborate with Course Convenors as required to facilitate the introduction of new resources and the re-development of existing resources.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same. This may include conducting education programs for staff in legislative changes.
- Lead and promote fair, ethical and professional work practices in accordance with the University Code of Conduct.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.
- To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).