

<b>Position Title</b>	Technical Officer – Anatomy and Pathology
<b>Group/Portfolio</b>	Griffith Health
<b>Classification</b>	HEW 4
<b>Position Number</b>	00064107
<b>Reports To</b>	Anatomy Facility Manager
<b>Employment Type</b>	Part-time (0.4 FTE)

## 1.0 Position Purpose

Working under the supervision of the Anatomy Facilities Manager and overseen by the local Senior Technical Officer to ensure effective and high-quality technical support to anatomy teaching activities. The position will ensure compliance with all relevant legislation, policies and procedures while providing a range of technical support services to the Discipline of Anatomy teaching and research activities. This position will work with potentially hazardous biologicals and chemicals relevant to the cadaver/anatomy/histology/pathology area.

## 2.0 Eligibility Requirements

- The occupant of this position will have successfully completed their senior school certificate and a discipline relevant Certificate/Diploma with significant demonstrated experience and proven ability in handling and working with cadaveric material and demonstrated general knowledge of the human anatomy

## 3.0 Key Responsibilities

- Assist with the daily operation, organisation, preparation (including embalming), set up and dismantle of materials and equipment for practical anatomy and pathology teaching activities. Create, maintain and update associated documentation. Assist with the development and maintenance of database systems.
- In consultation with the Senior Technical Officer – Anatomy and Pathology, liaise with academic staff regarding human anatomy teaching and learning requirements. Collaborate with course convenors to develop, improve and coordinate procedures, teaching and museum resources to support course activities.
- Maintain stock levels of equipment and consumables, and procure as required, utilising the University financial systems. Maintain anatomy teaching resources and equipment to industry standards, to include appropriate care and routine maintenance requirements.
- Provide advice and assistance to academic, sessional staff and students regarding the appropriate care and use of anatomy specimens. Continually update skills in relation to anatomy specimen preparation and laboratory activities associated with anatomy and pathology education.
- Ensure anatomy laboratories, preparation areas, and ancillary rooms are maintained in a clean, functional, and safe condition, with all activities conducted in a manner that upholds respect and dignity for donors at all times.
- Assist in planning, preparation and support of special purpose events including community engagement activities, Open Day, tours and professional development workshops.

- Ensure and maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety, and exhibit good practice in relation to same
- Provide technical and administrative support for body donation functions, including managing enquiries and conducting initial screening calls in a respectful, ethical, and confidential manner, ensuring full compliance with relevant legislative, regulatory, and institutional requirements
- Utilising I.T and Web based systems, word processing, spreadsheet and database applications.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.
- Act as nominated first aider in local area as required and carry out other duties relevant to the level of appointment as directed by Anatomy Facilities Manager.

#### 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 Self** section of our [Capability Development Framework](#).