

Position Title	Scientific Officer – Anatomy and Pathology
Group/Portfolio	Health - Pharmacy and Medical Sciences
Classification	HEW Level 5
Position Number	00058644
Reports To	Anatomy Facility Manager
Employment Type	Full-time

1.0 Position Purpose

Under the broad direction of the Anatomy Facilities Manager, and in close collaboration with academic staff, provide, develop and coordinate technical resources and support services to anatomy and pathology teaching and research activities. The position ensures compliance with all relevant legislation, policies and procedures; and effectively plans and oversees technical operations in the assigned area. 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 a Health Degree with subsequent relevant practical experience, or a combination of equivalent qualifications and relevant training with demonstrated experience and expertise working with a range of human and other biological materials including knowledge of and experience in cadaveric dissection and embalming techniques.

3.0 Key Responsibilities

- Consult and liaise with academic staff regarding teaching and learning requirements to facilitate the development and improvement of new and existing laboratory practical classes.
- Embalm, prepare, maintain, and organise human anatomy and pathology specimens for teaching laboratories, including the dissection and preparation of high-quality anatomical prosections.
- Review written instruction and procedural documentation used within the Anatomy and Pathology facilities. Maintain laboratory database systems and coordinate activity schedules, ensuring the effective allocation of equipment and laboratory spaces to meet operational requirements.
- In consultation with Anatomy Facilities Manager & Anatomy Support Officer, liaise with funeral directors and other institutions regarding the screening and transfer of cadavers and/or anatomy specimens.
- Ensure that records in relation to human materials are accurate and are maintained in relevant databases in accordance with School of Anatomy protocols.
- Investigate and implement new methods, procedures and techniques for the

preservation and display of anatomical specimens.

- Assist with the coordination and day-to-day operations of the Body Donation Program, as required by the Anatomy Facility Manager.
- Support the preparation and delivery of Physiology practical sessions, including set-up, pack-down, and coordination of consumables procurement and inventory management.
- Provide technical demonstration and training to academic / technical / sessional staff and students as required.
- Liaise with external suppliers and agencies to maintain and develop knowledge in technological advances in equipment and techniques.
- Assist in planning, preparation and support of special purpose events including community engagement activities, Open Day, tours and professional development workshops.
- Act as nominated First Aid Officer in local area as required and carry out other duties relevant to the level of appointment as directed by Anatomy Facilities Manager.
- Maintain laboratory systems, guidelines and standard operating procedures ensuring their compliance with work health and safety standards and best practice laboratory operations. Provide training and safety inductions to staff and students. Maintain and update risk assessments.
- Utilise I.T and web-based systems, word processing, spreadsheet and database applications. including application and interfacing of a wide range of technologies (computer, audio-visual, microscope, electronic).
- Interpret and apply the Transplantation and Anatomy Act 1979 (Qld) and other relevant policy and legislation pertaining to anatomy and pathology activities.
- Maintain and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- 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.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.

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](#).

