

POSITION DESCRIPTION



Senior Technical Support Officer - Anatomy



POSITION DETAILS

Position Title	Senior Technical Support Officer- Anatomy
Classification	HEW 6
Position Number	7009641
School/Office	Teaching & Research Technical Services
Division	DVC, Education & Students

POSITION PURPOSE

Senior Technical Support Officers are responsible for provision of technical support to both teaching and research activities. This includes, but is not limited to, preparing materials and equipment prior to classes as well as providing safety guidance to staff and students. They ensure that equipment and facilities within their scope are adequately and safely used and maintained.

The Medical and Allied Health team is a multidisciplinary team so whilst this Senior Technical Support Officer position is focused on anatomy, they may also be required to provide technical support to other areas within the team, dependent on operational requirements to ensure the highest quality level of technical service is provided to students and researchers.

KEY ACCOUNTABILITIES

General Responsibilities:

1. Prepare practical teaching spaces (e.g. laboratories) including materials and equipment for undergraduate practical classes in the discipline of anatomy and physiology and where operational needs require in other areas supported by the Medical and Allied Health team. This includes providing relevant technical support and instruction to staff and students throughout practical classes, demonstrating safe and proper use of equipment to staff and students.
2. Support research activities in the discipline of anatomy and physiology and where operational needs require in other areas supported by the Medical and Allied Health team. This includes providing technical advice to research students, providing instruction on the use of complex research equipment, ordering goods, organising servicing of equipment, participating in data collection and liaising with Academic staff on critical matters concerning research facilities.
3. Participate in the selection and purchase of capital, minor equipment and consumable items required for teaching, research and consultancy activities. This may involve liaising with external suppliers/manufacturers to ensure the most suitable and effective outcome for high level procurement.

4. Author and review of Standard Operating Procedures (SOP's) for all equipment and processes across the multi-disciplinary Medical and Allied Health team. Ensure that procedures are up to date and followed.
5. Actively participate in any regular stocktakes, audits or reorganisation of practical teaching spaces, including assets, materials, equipment and general storage areas under the direction of the Technical Team Leader-Medical and Allied Health.
6. Be actively involved in identifying and recommending areas of improvement within own technical team or as part of project teams through active participation in Continuous Process Improvement (CPI).
7. Actively participate in TRTS Continuous process improvement projects and/or Kaizen projects.

Anatomy Responsibilities:

1. Ensure the compliance of the Anatomy facilities with the Anatomy Act 1977 (NSW) at all times, including accurate record keeping of all human materials. This may include providing detailed responses to audit findings and implementing associated corrective actions.
2. Provide assistance to the University's Body Donor program ensuring that donations are received in accordance with the University's policies, procedures and Anatomy Act (NSW 1977) legislations.
3. Undertake high quality dissection of cadaveric materials for class teaching materials, including complex or specialised dissections and ensure that the dissection schedule is met and that the facilities are adequately stocked for teaching classes
4. Ensure lab practices adhere to relevant legislation and Australian Standards (e.g., that the cadaver disposal conforms to the Public Health (Disposal of Bodies) regulation 2002, in keeping with the Anatomy Act 1977 and Human Tissue Act 1983.
5. Conduct regular internal specimen audits to ensure the facility remains compliant to the Anatomy Act (NSW 1977).
6. Maintain the Anatomy Facilities, ensuring all areas remain clean, maintain tub storage area and all associated specialised equipment within the facility.
7. Liaise with funeral home contractor on notification of a viable donor ensuring prompt delivery and correct death documentation.
8. Carry out anatomical embalming of cadavers, preparation of embalming solutions, cadaver bagging, cadaver tagging and recording cadaver information.
9. Carry out regular monitoring and maintenance of embalmed cadavers in storage over the preservation period
10. Carry out gross dissection of cadaveric material and work with the Technical Team Leader to create specimen distribution plans for dissection.
11. Liaise with academics and Technical Team Leader to forward plan for specimen needs.
12. Responsible for the handling, storage and disposal of cadaveric waste materials according to current safety standards and policies. Required to comply with the Anatomy Act 1977 (NSW) at all times.
13. Work under the Anatomy Facility Code of Conduct and ensure that all staff, students and contractors adhere to this code of conduct while in the facility.

Work Health and Safety Responsibilities:

1. Evaluate workplaces and practices and develop appropriate risk assessments.
2. Maintain and update Safety Data Sheets (SDS) for all chemicals used in teaching laboratories, including coordination and assistance in compilation of SDS records for research facilities.
3. Conduct laboratory safety inductions for new staff and students working in practical teaching spaces and research areas.
4. Ensure appropriate receipt, handling, storage and disposal of materials (e.g. chemical or biological as relevant for specific disciplines) used in practical teaching and research spaces. This may include providing detailed responses to audit findings and implementing associated corrective actions.
5. As required by a specific discipline, maintain chemical inventories and storage in accordance with the Dangerous Goods Acts and National Codes of Practice and Labelling codes. This includes accurate barcoding and tracking of chemicals via Chemwatch.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Undergraduate Degree in Anatomy or Mortuary Science and/or an equivalent combination of relevant experience and education/training.
2. Extensive experience in the provision of technical support related to teaching and research technical support in Anatomy, including preparing and setting up practical teaching spaces such as laboratories or any other specialised practical teaching or research facilities as required.
3. Demonstrated knowledge of human anatomy with extensive experience in human cadaver dissection/prosection.
4. Demonstrated knowledge and experience of embalming human cadaveric specimens.
5. Demonstrated experience working in an Anatomy facility or closely related area.
6. Demonstrated knowledge of the relevant legislation including The Anatomy Act 1977 (NSW).
7. Demonstrated experience in handling and working with human cadaveric materials.
8. Demonstrated experience in undergraduate technical support including preparing and setting up practical teaching places, including laboratory and any other specialised practical teaching facilities as operationally required.
9. Well-developed organisational skills with demonstrated ability to manage multiple priorities and meet deadlines in a complex environment.
10. High level communication skills including interpersonal, oral and written skills with a demonstrated ability to work within a multidiscipline team environment effectively and collegially.

KEY RELATIONSHIPS

- **This position reports to:** Technical Team Leader-Medical and Allied Health
- **This position supervises:** NA
- **Key internal relationships:**
 - Technical Manager-Health
 - Technical Team Leader-Medical and Allied Health
 - Other technical team members
 - Technical staff from other technical teams in TRTS
 - School or Faculty staff, both Academic and Professional
 - Students
- **Key external relationships:**
 - Suppliers of goods and equipment

CHALLENGES

- Required to liaise with academic staff on technical matters as required.
- Required to ensure practical teaching spaces (e.g. laboratories) and equipment for which they are responsible are maintained to a standard where they are adequate for teaching and research despite high demands on the resources.
- Need to forward plan for future equipment and consumable needs to ensure timely delivery of high level technical service at all times.
- Be flexible and responsive to change as required.
- Be available on-campus to support campus based teaching and research activities as required.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

BUSINESS UNIT EXPECTATIONS

Teaching & Research Technical Services (TRTS) conducts its operations on a number of campuses and whilst employees are primarily located on one campus, they may be required to work at and travel between any of these locations for set periods of time to meet operational needs.

Hours of work for employees in TRTS may vary due to operational requirements in supporting teaching classes or research projects. As such the ability to work to a roster between the hours of 7am - 10pm Monday to Sunday may be required.

Approved by: Office for People

Date: 11.08.2026