

The Faculty of Health is seeking a qualified and motivated person with initiative, excellent organisational, interpersonal and communication skills to provide technical support for teaching activities.

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| Position Title: | Histopathology Scientist |
| Reference: | 15590 |
| Closes: | 7 January 2016 |
| Organisational Area: | Technical Services Faculty of Health |
| Campus: | Gardens Point |
| Salary Range/Classification: | \$72 219 to \$78 197 pa (HEW6) |
| Plus Superannuation: | 17% employer contribution |
| Status: | Ongoing, full-time |
| Contact: | Deanne Mitchell Biosciences Coordinator (07) 3138 3763 |
| HR Contact: | Katie Richardson HR Advisor (07) 3138 4149 |
| Open to: | Australian or New Zealand citizens or Australian permanent residents. Australian Aboriginal and Torres Strait Islander people are encouraged to apply |

When applying for this position we encourage you to upload your response to the selection criteria.

Real World Capabilities

To deliver on QUT's global, collaborative and connected vision requires a workforce that embodies the following capabilities:

- Agility and openness to change
- Connectivity and collaboration (intra and inter-disciplinary)
- Cultural inclusion
- Digital literacy
- Future-focused thinking (strategic, innovative & design and entrepreneurial)
- Global in intent and research
- Leadership of strategy, action and others
- Performance and resource management

DUTY STATEMENT

Background

The Faculty of Health is located primarily at QUT's Kelvin Grove and Gardens Point campuses. It comprises seven Schools:

- School of Exercise and Nutrition Sciences
- School of Nursing
- School of Optometry and Vision Science
- School of Public Health and Social Work
- School of Psychology and Counselling
- School of Clinical Sciences
- School of Biomedical Sciences

The Faculty is committed to building its national and international reputation and expanding its research, teaching and innovation profile. The Faculty offers a full range of academic study programs from non-award courses through to research doctorates, including international study options. Further information on the Faculty of Health can be reviewed on its website at <http://www.hlth.qut.edu.au/>

Purpose of Position

The Histopathology Scientist provides technical expertise within a professional technical team in support of the undergraduate teaching programs in the Histopathology laboratory. The role is responsible for the effective, safe and sustainable operation of a range of laboratory facilities, specialist equipment and/or relevant field based activities. The appointee will be primarily responsible for managing laboratory resources and processes required for the teaching of histopathology classes at QUT.

The role requires extensive discipline specific knowledge to engage with and provide high quality technical support to academic staff and students within relevant disciplines. The incumbent will maintain awareness of current and emerging support requirements and will contribute to the continuous improvement of technical services.

The appointee will liaise with industry and professional organisations to maintain positive working relationships. A strong emphasis is placed on positive teamwork, pro-active teaching support, accurate record keeping and effective time management and communication skills.

Organisational Relationships

The Histopathology Scientist reports to the Biosciences Coordinator for PPR-PS (Performance Planning and Review for Professional Staff), workload management and guidance. The incumbent plays an essential role within the Technical Services team and will collaborate with other technical staff to provide an integrated and highly responsive support service.

The incumbent is required to develop effective working relationships with academic staff and actively participate in the relevant School communities within the Faculty. The incumbent will work collaboratively with colleagues across the Faculty and University.

All staff in the Faculty are expected to contribute to work across the Faculty and participate in cross-function project teams.

Duties include:

Technical Support

- Deliver highly specialised and customer focused technical support for practical teaching and research activities in supported laboratories, workshops and field based activities. Provide high quality, efficient, timely and professional service to staff, students and other stakeholders.
- Liaise with academic stakeholders on specific requirements for their teaching and research and provide discipline specific technical advice regarding equipment, materials and facilities support relevant to clinical histopathology (for example, manage the microtomy and tissue processing facilities).
- Design, procure, maintain and prepare complex equipment and materials to enable effective operation of teaching activities (for example, prepare resources for teaching histopathology classes including staining solutions, paraffinised tissue blocks and tissue sections, maintain demonstration stained histological slide class sets used in teaching histopathology, immunohistochemistry and in situ hybridisation. Travel to off campus locations may be required.
- Proactively engage with other technical staff and actively participate in cross-functional project teams to provide an integrated and highly responsive technical support service.
- Coordinate and participate in laboratory events, visits and community engagement activities in collaboration with staff from the Faculty and QUT Divisions.
- Proactively engage in opportunities for professional development work area goal setting and rotation through other roles.

Equipment and Infrastructure

- Contribute to the development and maintenance of supported facilities and complex equipment to achieve high levels of functionality in collaboration with relevant academic staff.
- Coordinate the maintenance of laboratory equipment to a high standard including the annual asset stock take.
- Maintain relevant operations documentation, prepare complex technical reports and ensure that facilities are operated with a focus on sustainable, high quality service provision to staff and students.
- Liaise with external suppliers to purchase chemical, highly specialised kits, consumables, small and large equipment for laboratory practical classes and reconcile corporate card purchases in accordance with QUT policy.
- Engage in relevant industry forums, communities and development activities to maintain awareness of emerging technology trends and their effective application.

Leadership

- Lead allocated projects and project teams, as required, with a focus on quality project and service outcomes.
- Contribute to a positive and supportive team environment through the use of effective communication, facilitate information sharing between staff and actively participate within supported academic communities.
- Engage proactively and productively with other members of the Technical Services team and assist the Biosciences Coordinator with relevant planning processes.
- Maintain a broad awareness of the academic and technical capabilities across the Faculty and affiliates and proactively guide clients to the appropriate resources or solutions to achieve agreed outcomes.
- Contribute to the continuous improvement of the Technical Services team by proactively reviewing work processes and liaise with relevant staff to implement improvement that enable a shift to national and international best practice in the delivery of technical services.

Health and Safety

- Proactively implement and adhere to the University's health, safety and environment policies and procedures and the obligations defined by the Work Health and Safety legislation.
- Contribute to the development and maintenance of laboratory and workshop operating procedures, inductions, risk assessments and hazard identification in the designated work area.
- Calibrate and maintain equipment in safe working order.

The Senior Technician – Histopathology may be required to undertake additional on the job training which may include training for:

- Nominated scientific/laboratory equipment
- First aid
- Fire warden (building/floor warden) (QUT role)
- Health, safety and environment adviser (QUT role)

SELECTION CRITERIA

Essential:

1. Education, training and/or relevant experience equivalent to a degree in a discipline relevant to the position in conjunction with subsequent relevant work experience preferably within a clinical histopathology laboratory.
2. Demonstrated ability:
 - to use equipment relevant to clinical histopathology (i.e. tissue processor, embedding machine, microtome and cryostat and IHC auto-stainer to produce quality paraffinised tissue blocks and slides and frozen tissue sections for use in histopathology classes);
 - to prepare solutions required for routine and special histological stains and expertise in application of routine and special histological stains used in clinical laboratories; and
 - in the procedures for immunohistochemistry including use of antigen retrieval techniques and an understanding of principles involved with the application of various molecular in situ hybridization techniques.

3. Demonstrated ability to use analytical and problem solving skills, display initiative, contribute new ideas, critically evaluate current equipment, systems and processes and seek out and contribute to ongoing improvement in the provision of services in order to maintain best practice.
4. Well-developed interpersonal skills with demonstrated ability to communicate effectively with a range of people across diverse equity groups (including those whose first language is other than English) in the pursuit of service excellence.
5. Well-developed written communication skills with demonstrated ability to produce technical reports and to draft policies and procedures for variety of audiences in a clear and concise manner.
6. Well-developed planning and organisational skills with demonstrated ability to effectively organise and prioritise work in order to meet deadlines and competing priorities without compromising quality.
7. Demonstrated sound knowledge of workplace health and safety principles and evidence of the implementation of these principles, particularly as they relate to a laboratory environment and in the field.
8. Demonstrated ability to work effectively as part of a team to achieve team based outcomes and to encourage client focus in other staff members.
9. Possession of a current Queensland class 'C' driver's licence.

Desirable:

1. Hold a current first aid certificate.