



Position Description

Position Title: Technical Officer, Anatomy Laboratories	Classification: Bond Level 3
Faculty/School/Office: Faculty of Health Science & Medicine	Date Position Classified/Updated: July 2025

Purpose of the Position:

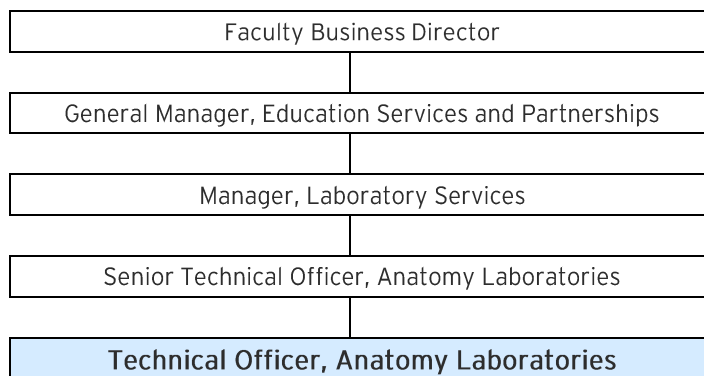
The Technical Officer, Anatomy Laboratories is a hands-on, laboratory-based position within the Faculty of Health Sciences and Medicine at Bond University. The position provides technical expertise to support the delivery of anatomy teaching and research activities across the Faculty. Working as part of the Faculty's Laboratory Services team under the supervision of the Senior Technical Officer - Anatomy Laboratories, this position plays an important role in ensuring safe and efficient anatomy laboratory operations

The Technical Officer, Anatomy Laboratories actively contributes to the student experience, being responsible for setting up and dismantling practical class laboratories and materials, as well as providing technical advice to support academic staff and students during practical classes. The position is responsible to plan and facilitate teaching delivery by preparing and maintaining anatomical specimens, maintaining laboratory equipment and supplies, and supporting inventory and IT systems used in the laboratory. The position will support the Faculty to maintain compliance with relevant legislation such as the Transplantation and Anatomy Act 1979 (Qld), with a focus on specimen inventories, audits and reporting.

As part of the Laboratory Services Team, the position will help to foster a positive workplace culture, and deliver high-quality technical skill and service. With responsibilities spanning technical support, compliance, safety, and student engagement the Technical Officer, Anatomy Laboratories ensures that anatomy laboratories operate at the highest standards of professionalism and integrity.

Reporting Relationship:

This position reports to the Senior Technical Officer, Anatomy Laboratories:



Selection Criteria:

- A qualification in health sciences, biomedical science, or human anatomy, or an equivalent combination of education and relevant experience
- Demonstrated experience in the preparation, handling, and maintenance of human anatomical specimens, with a strong understanding of respectful and ethical practices. Working knowledge of relevant legislation and regulatory frameworks, including the *Transplantation and Anatomy Act 1979* (Qld), and Workplace Health and Safety (WHS) requirements applicable to anatomy laboratories.
- Demonstrated ability to support the delivery of anatomy teaching activities, including the setup and dismantling of practical classes, and the use of anatomical models, cadaveric material, and specialised laboratory equipment.
- Experience using laboratory inventory and specimen tracking systems, with sound digital literacy and proficiency in standard software applications (e.g. Microsoft Office, database systems).
- Ability to provide basic support for audiovisual and IT equipment used in teaching environments, including setup and troubleshooting in collaboration with IT support services.
- Strong interpersonal and communication skills, with the ability to work effectively as part of a technical team and liaise professionally with academic staff, students, and external stakeholders.
- Excellent organisational and time management skills, with the ability to prioritise tasks, follow procedures, and work independently under supervision in a dynamic teaching environment.

Desirable Criteria:

1. Experience in a higher education environment
2. Familiarity with prosection, plastination or other advanced anatomical preservation techniques.
3. Current drivers' licence and a willingness to travel between sites.

Competency	Responsibility
Laboratory Operations	<ul style="list-style-type: none">• Plan, prepare, set up, and pack down anatomy practical sessions to ensure laboratory readiness and a high-quality student learning experience. Coordinate with academic and technical staff to deliver well-organised, safe, and engaging practical classes.• Provide technical, digital, and AV support during practical teaching sessions to contribute to high-quality teaching delivery.• Engage collaboratively with academic staff to provide operational insights that support practical class planning and timetabling.• Assist with equipment maintenance and asset management processes and deliver specialised equipment training where required.• Support transit, delivery, and collection of anatomical specimens and maintain accurate inventories.• Proactively maintain consumables stocks and shared equipment across the Faculty's anatomy and laboratory spaces. Liaise with suppliers and vendors to negotiate bulk purchases and pricing as required• Support daily operational duties by effectively organising, prioritising, and completing tasks to support teaching and research requirements.

	<ul style="list-style-type: none"> • Where required provide coverage to other laboratory service teams, including during staff absences and peak periods. • Work with the Manager - Laboratory Services and senior technical staff to develop and implement laboratory service enhancements and operating procedures. • Engage in team meetings, training, and professional development activities to build technical knowledge and support career progression.
Laboratory Compliance & Risk	<ul style="list-style-type: none"> • Maintain accurate records and assist with documentation, audits, and process development to support compliance with legislation related to human tissue, including the Transplantation and Anatomy Act 1979 (Qld) and Regulation 2017 (Qld). • Maintain a safe and compliant laboratory environment by adhering to WHS requirements, monitoring lab conditions, following safety protocols, managing hazardous materials appropriately, and escalating risks to senior staff as needed. • Support orientation, induction and training programs for staff and students, ensuring effective communication of relevant policies and procedures. • Assist with reviewing and updating risk assessments, SOPs, task instructions, and laboratory checklists under the guidance of senior staff. • Uphold the highest standards of compliance, ethics and integrity
Stakeholder Communication	<ul style="list-style-type: none"> • Maintain a safe and compliant laboratory environment by adhering to WHS requirements, monitoring lab conditions, following safety protocols, managing hazardous materials appropriately, and escalating risks to senior staff as needed. • Support orientation, induction and training programs for staff and students, ensuring effective communication of relevant policies and procedures. • Assist with reviewing and updating risk assessments, SOPs, task instructions, and laboratory checklists under the guidance of senior staff. • Uphold the highest standards of compliance, ethics and integrity • Actively engage with external anatomy labs, universities, and body donation programs—building strong professional networks that foster collaboration, support compliance, and strengthen best practice.
Equal Opportunity and Inclusion	<ul style="list-style-type: none"> • Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality, inclusiveness and diversity.
Understanding of Quality Assurance	<ul style="list-style-type: none"> • Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	<ul style="list-style-type: none"> • Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.

Understanding of WHS Responsibilities	<ul style="list-style-type: none"> • Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).
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Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this position at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.