

Position Description

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

Purpose of the Position:

The Technical Officer, Anatomy Laboratories supports the delivery of anatomy teaching within the Faculty of Health Sciences and Medicine by assisting with the preparation, maintenance, and operation of the Faculty's anatomy laboratories. This position forms part of the Laboratory Services team and contributes to the effective and safe use of laboratory spaces and resources across the Faculty.

Working under the direction from the Senior Technical Officer, the Technical Officer is responsible for preparing anatomical specimens and teaching materials, maintaining laboratory equipment and supplies, and supporting academic staff and students during practical classes. The position also assists with the handling of human tissue in accordance with the Transplantation and Anatomy Act 1979 (Qld), Transplantation and Anatomy Regulation 2017 (Qld) and university policies, helping to ensure a respectful and compliant laboratory environment.

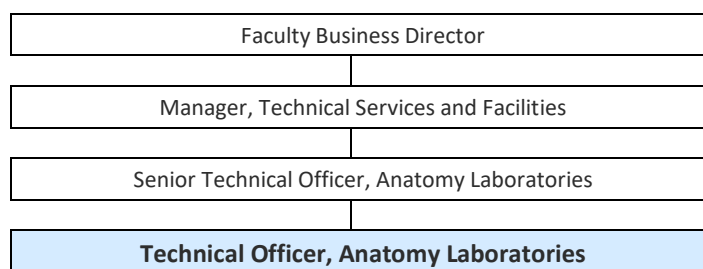
The Technical Officer contributes to the upkeep of the anatomical specimen library, supports the use of digital tracking systems, and provides basic audiovisual and IT support for teaching activities. As a member of the Laboratory Services team, the incumbent is expected to work collaboratively with colleagues to maintain high standards of safety, professionalism, and service delivery.

The key responsibilities of this position will include:

- Provide technical support for practical anatomy classes, including the setup and dismantling of teaching materials, and assist with the use of specialised laboratory equipment and instrumentation.
- Collaborate with academic and technical staff to ensure practical sessions are effectively resourced and run smoothly, including occasional support for early morning, evening, or weekend teaching, activities, events, or laboratory operations.
- Contribute to the safe and efficient operation of the anatomy laboratories by following established protocols, reporting hazards, and participating in WHS initiatives.
- Support compliance with relevant legislation, including *Transplantation and Anatomy Act 1979* (Qld), *Transplantation and Anatomy Regulation 2017* (Qld), by maintaining accurate records and assisting with documentation and audits as directed.
- Monitor inventory levels of consumables and teaching resources, and assist with procurement and stock control processes, including the use of digital inventory and specimen tracking systems.
- Provide basic support for audiovisual and IT equipment used in teaching laboratories, including setup, troubleshooting, and liaison with IT support services where necessary.
- Work collaboratively with the Senior Technical Officer and the Laboratory Manager to support the delivery of high-quality laboratory services across the Faculty.
- Assist with the preparation and maintenance of anatomical specimens and models, supporting the upkeep of the anatomical specimen library and pathology museum under the guidance of senior staff.
- Participate in training opportunities to develop skills in advanced anatomical techniques such as prosection and plastination, and apply these skills under supervision where appropriate.

Reporting Relationship:

This position reports to the Manager, Technical Services and Facilities:



Selection Criteria:

1. A qualification in health sciences, biomedical science, or human anatomy, or an equivalent combination of education and relevant experience.
2. Demonstrated experience in the preparation, handling, and maintenance of human anatomical specimens, including prosection techniques, with a strong understanding of respectful and ethical practices.
3. 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.
4. 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.
5. Experience using laboratory inventory and specimen tracking systems, with sound digital literacy and proficiency in standard software applications (e.g. Microsoft Office, database systems).
6. Ability to provide basic support for audiovisual and IT equipment used in teaching environments, including setup and troubleshooting in collaboration with IT support services.
7. 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.
8. 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 plastination or other advanced anatomical preservation techniques.
3. Current drivers' licence

Competency	Responsibility
Preparation for practical classes	<ul style="list-style-type: none">• Consult with academic staff regarding requirements for practical classes.• Undertake risk management of laboratory activities and advise on safety related issues• Develop session guidelines and co-ordinate delivery of laboratory activities• Setting up of equipment required for teaching and practical demonstration classes.• Demonstrate use of equipment as required• Liaise with staff and external educators to facilitate smooth delivery of sessions

Compliance	<ul style="list-style-type: none"> • Support the Manager, Technical Services and Facilities in ensuring compliance with Transplantation and Anatomy Act 1979, related acts and University Access Agreements. • Support the development of processes surrounding the documentation, preparation and maintenance of human tissue and register. • Support the preparation and submission of internal tissue audits or reviews. • Adhere to relevant acts, regulations and best practice.
Teamwork	<ul style="list-style-type: none"> • Work with senior team members on development and implementation of strategies and procedures for provision of laboratory services to the Faculty. • Provide support and assistance as required to other team members to ensure delivery of laboratory services • Assist with covering Lab team member holidays and short term vacancies.
Laboratory Preparation and Maintenance	<ul style="list-style-type: none"> • Coordinate resourcing and support class scheduling for anatomy laboratories, proactively support timetable enhancements to improve access and usability of facilities. • Assist the Senior technical officer with maintaining the specimen collection and academic borrowing requests to meet teaching requirements. • Prepare and set up anatomical specimens, models, and equipment for practical sessions, demonstrations, and exams. • Assist in the preparation and maintenance of cadaveric and prosected specimens. • Support the transit, delivery and pick-up of borrowed human tissue. • Ensure all laboratory equipment is properly maintained, calibrated, and in working order. • Cleaning and tidying of laboratory spaces as required. • Ensure dangerous or hazardous substances correctly stored and handled • Ensure waste streams are correctly labelled, separated and managed.
Laboratory Housekeeping	<ul style="list-style-type: none"> • Undertake daily operational work as directed by the Senior Technical Officer and Manager, Technical Services and Facilities and ensure tasks are performed in a satisfactory and timely manner. • Cleaning and tidying of laboratory spaces as required. • Ensure dangerous or hazardous substances are correctly stored, handled and disposed of correctly.
Culture of Respect and Compliance	<ul style="list-style-type: none"> • Promote collegiality and an inclusive environment through the engagement of partners, institutes, hospitals, industries, government and the community at large. • Cultivate the highest level of excellence in research and education. • Strengthen our intellectual and technological environment through interdisciplinary interactions, integration of resources and creative thinking. • Observe the highest standards of compliance, ethics and integrity.
Inventory Control	<ul style="list-style-type: none"> • Maintain accurate inventory of consumables, equipment, and simulation resources through regular stocktakes. • Use financial systems to raise purchase orders. • Liaise with suppliers and vendors as needed. • Documenting any product/ equipment user manuals as required.
Marketing, engagement and events	<ul style="list-style-type: none"> • Support faculty events such as open days, school visits, and marketing initiatives. • Set up demonstration stations and engage with visitors. • Represent the lab in a professional and approachable manner. • Provide technical support during events as needed. • Participate in Faculty marketing initiatives.

	<ul style="list-style-type: none"> Actively participate in Faculty and School information sessions including student experiences, school tours, and Open Day.
Professional Development	<ul style="list-style-type: none"> Take a proactive and reflective approach to professional growth by actively completing online learning modules, participating in probation reviews, performance development planning, and ongoing learning opportunities. Actively engage in ongoing professional learning opportunities relevant to Anatomy, personal development and laboratory operations. Attend training, workshops, or conferences as approved. Share new knowledge or skills with the team where appropriate.
Workplace Health & Safety	<ul style="list-style-type: none"> Maintain a safe workplace, 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. Create awareness of, and accountability for, WHS responsibilities in the work area. Facilitate staff and student orientation and induction programs, ensuring clear communication of relevant policies and procedures. Assist with the development and review of risk assessments, maintain Standard Operating Procedures (SOPs) and Task Instructions for all lab activities. Monitor lab conditions for safety compliance. Ensure safe storage and handling of hazardous materials.
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.
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.

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.