



Position Description

Gross Anatomy Support Unit Manager

Position Number: XXXXXX
Position Title: Gross Anatomy Support Unit Manager
Date Written: September 2017

Faculty / Division: UNSW Medicine
School / Unit: Gross Anatomy Support Unit
Position Level: Level 8

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level (8).



OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The Gross Anatomy Support Unit (GASU) consists of several distinct spaces within the Wallace Wurth Building, including the Gross Anatomy Laboratories (Level 1) and the Mortuary (lower ground).

The GASU Manager is responsible for coordinating the operations of the GASU to ensure that the Unit meets the needs of the Department of Anatomy's teaching and research requirements. With a strong focus on Workplace Health and Safety, the GASU Manager leads the team to deliver and maintain high standards of work practice and supports a culture of continuous improvement in the operation of the GASU.

The role of GASU Manager reports to the Head, Department of Anatomy (School of Medical Sciences) and has three direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Coordinate the daily operations of the GASU, and ensure that the operations are in accordance with relevant legislation including, but not limited to, the Anatomy Act (1977), the Human Tissue Act (1983), the Public Health Act (1991) and the conditions of the University Anatomy License
- Ensure compliance with specific legislation and regulations surrounding the receipt, storage, use and handling of bodies, tissues and organs and adhere to relevant University Policies and Ethics guidelines, completing regular audits, as required
- Oversee the Bequeathal Program/Donor Program, including receipt of donors, donor registers, cremations/coffining and appropriately liaising with hospital staff and families
- Manage all facets of operation relating to the use of cadavers, including maintaining an appropriate supply of high quality prosections for teaching and research and oversee the embalming and presentation of specimens, including preparation of specialised prosections as requested
- Manage the supply of cadavers and specimens, including application for the time extension for donor tissues/organs, internal and external transfers, and discharge of donors in conjunction with the Licensee, funeral directors and NSW Health Department
- Maintain up-to-date electronic records of tissue, organs and cadavers including records of potential, current and past donors, transfers, storage locations and discharges ensuring that these meet State legislative requirements
- Manage the collection plastinated specimens, models, bones and audiovisual materials, ensuring all practical classes have appropriate access to such materials
- Monitor compliance and escalate issues with the University's procedures regarding security (area restrictions) and WH&S for the Anatomy laboratory
- Work with the Head of Teaching (Anatomy) to manage the allocation of teaching spaces, electronic teaching resources (i.e. radiological images and virtual 3D models) and materials within GASU consistent with teaching requirements and expectations

- Prepare the GASU facility for regular reviews and audits and ensure that the laboratory adopts an international standard for best practice procedures and practices, including investigating innovative embalming, tissue preservation and storage and visualisation methods
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility

SELECTION CRITERIA

- Relevant tertiary qualification in a relevant discipline combined with at least five years' experience in managing a laboratory or morgue facility
- Advanced knowledge of medical sciences (particularly anatomy) and solid understanding of cadaveric embalming and preservation techniques
- Advanced knowledge of relevant legislation, including, but not limited to, the NSW Anatomy Act 1977 and the NSW Human Tissue and Anatomy Legislation Amendment Act 2003, with the proven ability to apply this legislation in the workplace
- Demonstrated experience in leading and managing a scientific/anatomy laboratory relevant to an anatomical teaching and /or laboratory research environment, preferably in a University context
- Ability to train, supervise and develop staff, including ability to adapt to new and emerging technologies
- High-level of interpersonal, written and oral communication skills with a demonstrated ability to build and maintain relationships with colleagues, researchers and internal and external stakeholders
- Demonstrated high level time management and organisational skills, with the ability to prioritise workload and meet deadlines
- Ability and capacity to implement required UNSW health and safety policies and procedures

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.