

# Senior Histology Officer

Translational Research Institute, Brisbane

## 1. Background

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The Translational Research Institute (TRI) is a leading Australian medical research, development and translation facility. It is home to a broad range of cutting-edge research into cancer, chronic diseases, mental health conditions, immunology, genetics and more. TRI's priority is partnering scientific development with clinicians and the MedTech sector to ensure new discoveries progress quickly and improve patient outcomes and commercial return. To this end, TRI is at the interface of science, medicine and industry. Our vision is **Exceptional Science, Healthier Lives**.

Situated on the Princess Alexandra Hospital precinct, TRI is a joint venture between Queensland Health, The University of Queensland, the Queensland University of Technology and Mater Research.

TRI houses more than 1000 leading researchers, support staff and students and has a community of biotech and med-tech start-up companies as well as industry bodies located on its campus. The Institute has two clinical trial facilities, one based at the PA Hospital and the other at the Centre for Children's Health Research next to the Children's Hospital.

## 2. TRI Vision and Values

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TRI will be a global leader in effective translation of research and innovation into improved healthcare and increased income and jobs for Australia. The TRI vision is achieved through a values-driven corporate culture focused on collaboration to achieve excellence. Our values are:

- Leadership:** *Our actions will shape a healthier world*
- Integrity:** *We do the right thing. Always*
- Knowledge:** *Through sharing, we empower innovation*
- Excellence:** *We strive for exceptional outcomes*
- Collaboration:** *Together we're better*

We **LIKE** Collaboration

### 3. Position Purpose

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Reporting to the TRI Core Facilities Manager, the primary purpose of this position is to manage and participate in the delivery of high-quality histology services to users of the TRI Histology Core Facility. The Senior Histology Officer will provide specialist research management advice and technical support for researchers, and mentorship to Core staff. This role is responsible for managing shared histology equipment, the provision of full-service products and equipment training to facility users, and ensuring that the facility equipment is properly operated and maintained.

A significant role of the Senior Histology Officer is to grow and expand the capabilities of the facility, ensuring strict quality control measures are implemented and maintained. The role will provide support to researchers regarding technical consultation and research protocol experimental design. This role will be expected to participate in the hands-on provision of histology services when required.

### 4. Key Accountabilities

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Duties and responsibilities include, but are not limited to:

#### ***Facility Management***

- Manage budget expenditure within delegated financial responsibility levels
- Supervise and provide day-to-day leadership for other facility staff
- Assist the Core Facilities Manager (CFM) and Academic Lead(s) in the development and implementation of the facility strategic plan
- Liaise with the CFM regarding benchmarking, standard operating procedures, equipment maintenance, equipment replacement, and grant applications
- Assist the CFM with ensuring that facility KPI's are met
- Work actively to bring in both internal and external business to the facility

#### ***Operations***

- Provide and oversee the provision of high-quality histology services for facility customers in a timely manner
- Establish and/or maintain SOPs for activities performed within the facility, and ensure they are followed
- Maintain 'hands-on' practical operation skills for all equipment and techniques to maximise the service quality, efficiency and effectiveness of the facility
- Implement new protocols, novel experiments and techniques as driven by user requirements
- Liaise with the CFM and relevant personnel to ensure rapid resolution of any issues, incidences or breakdowns leading to minimal down-time and research impact
- Ensure accurate maintenance of training, booking and usage records, facilitating generation of cost recovery data

#### ***Communication***

- Facilitate open and effective communication with users (eg. for training, facility initiatives or service disruptions)
- Liaise with company representatives and instrument engineers
- Liaise with other histology facilities in university and medical research institutes enabling knowledge exchange
- Communicate with the wider TRI community and externally about the services available in the facility by participating in facility open days, developing workshops and other relevant marketing strategies for active promotion of the facility

- Attend user group meetings and communicate regularly with the designated Academic Lead(s), and provide the CFM with information as required in a timely manner
- Provide information to ensure the facility webpage is accurate and current

### **Training**

- Coordinate users' access to the facility, ensuring all users have the appropriate training
- Facilitate training and support for researchers and staff in the following areas:
  - preparation and handling of samples and development of standard techniques
  - development of specialised techniques
  - operation of facility equipment
- Maintain up to date knowledge of the latest equipment, research and techniques in histology
- In consultation with the CFM, undertake appropriate personal development for yourself and your staff

### **Workplace Health and Safety**

- Maintain equipment and histology facilities infrastructure in compliance with regulations, standards, procedures and policies, in line with TRI facilities maintenance and WHS requirements
- Monitor the WHS practices of the facility to ensure staff and users are following the appropriate procedures for maintaining a safe working environment
- Ensure any unsafe conditions, accidents or incidents are reported via the TRI Accident and Incident reporting module to the WHS Manager
- Ensure the maintenance of a Risk Assessment database, risk register and SOP register for the facilities equipment training and procedures and, histology practices

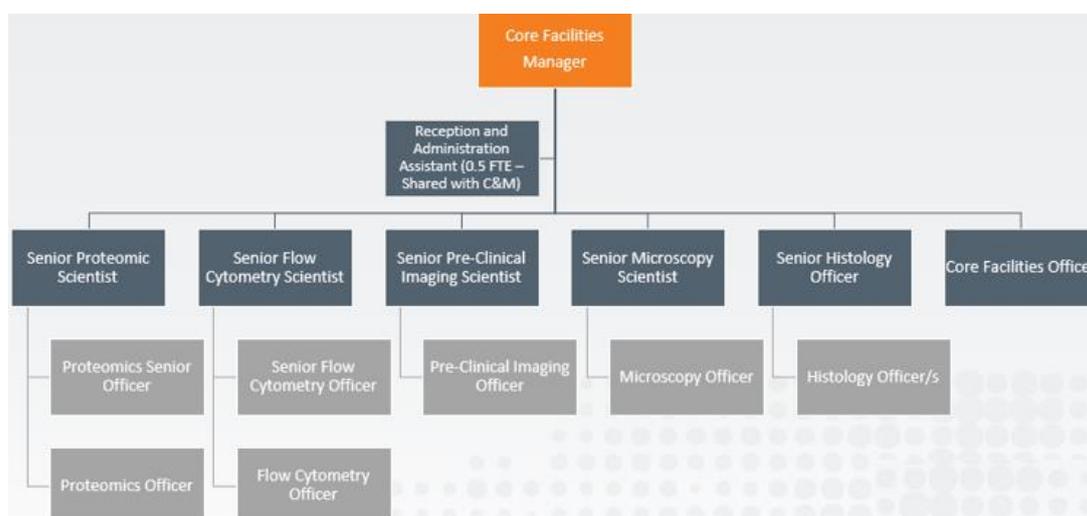
### **Other**

- Be available to work after hours, including weekends, from time to time; and
- Provide support to TRI staff of other core facilities as required; and
- Other duties as required by the CFM.

## **5. Reporting Relationships**

The position reports to the Core Facilities Manager of the Translational Research Institute and is part of a broader Core Facilities Team.

The Senior Histology Officer provides supervision to two Histology Officers (1 x full-time and 1 x part-time).



## 6. Selection Criteria - Experience, Skills, Abilities, Knowledge and Qualifications

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### **Experience**

- Prior experience working in a senior position within a histopathology laboratory or in another histology service provision role
- Knowledge and experience in current histology technologies
- Proven experience in histology techniques including tissue processing and embedding, paraffin sectioning, cryomicrotomy and a range of standard and specialised staining techniques.
- Experience in the use and maintenance of standard histology infrastructure including slide/cassette printers, tissue processing workstations, cold plates, microtomes, cryostats and automated staining equipment

### ***Desirable***

- Prior experience managing a histopathology laboratory
- Experience in providing histology services within a research environment
- Experience in the development of SOPs for procedural and equipment aspects of the lab
- Experience in experimental design and method implementation involving histology
- Demonstrated experience in user training
- Experience with automation of Immunohistochemistry instrumentation
- Knowledge and experience in Immunohistochemical techniques

### **Skills, Abilities, Knowledge**

- High level of personal motivation and initiative, with a keen interest in developing the facility
- High level inter-personal and communication skills with the ability to work collaboratively and liaise effectively with staff and researchers
- Excellent organisational skills and the ability to meet deadlines
- Demonstrated high level of accuracy and attention to detail
- Commitment to excellent customer service and the provision of high-quality histology services to research clients
- Ability to coach and mentor other staff

### **Qualifications**

- A BMLSc or BSc in a relevant discipline and subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training