



## SA Health Job Pack

<b>Job Title:</b>	SENIOR TECHNICAL OFFICER
<b>Job reference number:</b>	C5321
<b>Applications Close:</b>	Friday 28 August 2009 5pm COB
<b>Region:</b>	Central Northern Adelaide Health Services
<b>Health Service:</b>	SA Pathology
<b>Location:</b>	Women's and Children's Hospital – Dept of Immunopathology
<b>Job category:</b>	Pathology
<b>Classification &amp; Job status:</b>	TGO-2 Full-time Temporary until 14/4/2011
<b>Indicative Total Remuneration:</b>	\$67,468/\$71,340

*The Indicative Total Remuneration is inclusive of Award salary, superannuation and other monetary benefits. Refer to the website for further information.*

Indicative Total Remuneration may include:

### Application and Contact Details

	<b>Applications to:</b>	<b>Enquiries to:</b>
<b>Full name</b>	Mr David Johnston	Professor Tony Ferrante
<b>Job title</b>	Manager, Human Resources	Immunology, WCH
<b>Phone number</b>		8161 7216
<b>Email address</b>	<a href="mailto:healthsapathvacancies@health.sa.gov.au">healthsapathvacancies@health.sa.gov.au</a>	<a href="mailto:ferrante.antonio@health.sa.gov.au">ferrante.antonio@health.sa.gov.au</a>
<b>Mailing address</b>	SA Pathology PO Box 14 Rundle Mall Adelaide SA 5000	

**PLEASE NOTE: Applications made online must not exceed 4MB total file size.**

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**Title of Position:**

**Administrative Unit:**

Classification Code: TGO - 2

Directorate: Immunology

Discipline Code:

Site: WCH

Type of Appointment

Section:

Permanent

Position Number:

Temporary Term: 12 months

Incumbent:

Other Term

**Job and Person Specification Approval**

All excluding Executive positions

Executive Positions

Date

Date

CEO/Delegate

Commissioner for Public Employment

**Job Specification**

1. Summary of the broad purpose of the position in relation to organisation goals

*(Its expected outcome and how it is achieved)*

Run a range of routine and complex immunology tests, with limited or no supervision, develop new assays, supervise technical assistants, collect blood samples, help coordinate interlaboratory standardisation in specialised assays, participate in research programs and undergraduate training projects.

2. Reporting/Working Relationship

*(To whom the person reports, staff for whom the person is responsible for and other significant connections and working relationships within the organisation)*

Responsible to the Head of Department of Immunopathology via the Diagnostic Laboratory Supervisor.

Co-ordinate with other departmental staff in the execution of daily duties.

3. *Special Conditions*

*(such as non-metropolitan location, travel requirements, frequent overtime etc)*



- Depending on work requirements the appointee may be transferred to other locations within SA Pathology to perform work of a similar nature appropriate to the classification either on a permanent or temporary basis.



4. Statement of Key Outcomes and Associated Activities  
(Group into major areas of responsibility/activity and list in descending order of importance)

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In collaboration with the Department Head and the Diagnostic Laboratory Supervisor the incumbent is required to contribute to the provision of a high quality and timely diagnostic pathology service by:

- Performing technical routine and complex diagnostic testing, particular in Paediatric immunology, involving lymphocyte phenotyping, lymphocyte function, neutrophil function, immunoglobulins, ELISA assays, fluoroenzyme tests in allergy, basic PCR, RNA/DNA preparation, sequencing and mutation analysis. Conduct sample collection, registration, preparation, collection of blood from donors, maintain donor lists and prepare reports.
  - Troubleshooting assays and dealing with technical problems as they arise. Developing immune assays under limited supervision.
  - Performing quality control procedures and monitor quality control, taking action as required.
  - Providing training and supervision to new staff and students
  - Liaising with medical specialists in the co-ordination of blood specimens and assessment of results.
  - Performing maintenance and calibration of equipment and maintain appropriate records.
  - Processing and evaluating data for the Head of Department.
  - Preparing technical reports and recommendations for consideration by the Department Head.
  - Maintaining adequate supplies of consumables and reagents.
  - Contributing to the preparation of the laboratory for NATA and external accreditation under the guidance of the Laboratory Coordinator/Supervisor.
  - Performing data entry and report entry to ULTRA laboratory computing
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- a) Contribute to Occupational Health and Safety within SA Pathology by taking reasonable care to protect personal health and safety of other staff, wear protective clothing and use safety equipment as directed.
  - b) Provide services for the South Australian community consistent with the policies of the elected Government by complying with the Code of Conduct for South Australian Public Sector Employees, SA Pathology Code of Conduct and with all other policies contained in SA Pathology Corporate Manual.
  - c) Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure storage and transfer of all personal patient/client information within the organisation and throughout its funded service providers.

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Acknowledgement by Occupant

Date



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## Person Specification

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*Essential Minimum Requirements (Those characteristics considered absolutely necessary)*

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### Educational / Vocational Qualifications

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*(Include only those listed in the Department of Health, Human Resource Manual 3.1 as an essential qualification for the specific classification group)*

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A Diploma or Advanced Diploma in a relevant technical discipline or equivalent

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### Personal Abilities / Aptitudes / Skills

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*(Related to the job description and expressed in a way which allows objective assessment)*

- Problem solving skills
  - Ability to set priorities and manage resources
  - Perform trouble shooting in technical assays and report findings
  - Perform quality control procedures and respond with appropriate action
  - An ability to work as part of a team or individually
  - An ability to operate effectively under pressure and time constraints
  - An ability to communicate with medical and scientific staff
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### Experience *(Including community experience)*

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- Several years experience performing routine and specialised diagnostic tests in Immunology with limited supervision.
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### Knowledge

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Demonstrated knowledge of the principles of practice of Quality Control and Quality Assurance as related to a medical diagnostic laboratory setting.  
Demonstrated knowledge of NATA medical testing laboratory accreditation requirements.  
Knowledge of Occupational Health and Safety principles.

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### Desirable Characteristics

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*(To distinguish between applicants who have met all essential requirements)*

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Personal Abilities / Aptitudes / Skills

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Membership of an appropriate professional organisation

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Experience

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Several years experience in an Immunopathology laboratory  
Molecular / Genetic testing experience would be an advantage  
Experience in training staff

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Knowledge

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Knowledge of application and limitations of all tests carried out in the diagnostic Immunology laboratory.

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Educational /Vocational  
Qualifications

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*(Considered to be useful in carrying out the responsibilities of the position)*

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Other Details

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