

# Position Description

## Medical Scientist – Grade 3

<b>Classification:</b>	RY9-RZ3 Medical Scientist Grade 3
<b>Business unit/department:</b>	Pathology
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
<b>Employment type:</b>	Full-Time
<b>Hours per week:</b>	40 (38 + ADO)
<b>Reports to:</b>	Principal Scientist
<b>Direct reports:</b>	N/A
<b>Financial management:</b>	N/A
<b>Date:</b>	July 2025

### Position purpose

The Grade 3 Medical Scientist in the Immunology Department is a senior scientific position responsible for leading and supervising the scientific operations of a department or section. This role may also serve as deputy to Principal Scientist and be engaged in specialised scientific work or developmental activities.

The position requires advanced expertise, leadership, and strategic oversight to ensure high-quality diagnostic services and continuous improvement in pathology practice.

### About the Directorate/Division/Department

Austin Health Pathology is a dynamic and growing department within Austin Health, dedicated to delivering high-quality diagnostic services across metropolitan Melbourne and regional Victoria. We proudly support Austin Health, the Mercy Hospital for Women, and a wide network of GPs and specialists.

We are currently expanding into the Hume and Loddon Mallee regions, strengthening our presence and accessibility in regional communities through a network of laboratories, collection centres and point-of-care services.

Our accredited laboratories provide a full range of diagnostic services—from routine testing to complex investigations—supported by expert advice and a strong commitment to research, education, and innovation.

As a university teaching hospital, we offer rich opportunities for learning and collaboration. Our team contributes to formal education programs for students and actively participates in research, development, and clinical trials.

Our regional laboratories deliver core pathology services tailored to meet the needs of their local communities, with the backing and support of our main 24/7 laboratory at the Heidelberg campus, which offers a full suite of diagnostic capabilities including Anatomical Pathology, Biochemistry, Blood Transfusion, Haematology, Microbiology, and Molecular Diagnostics.

This period of growth marks a significant chapter for Austin Health Pathology. We are proud to be strengthening our services and continuing to advance diagnostic care across Victoria

### Position responsibilities

- Organise and supervise the scientific work of a department or section, ensuring compliance with regulatory standards and best practices.
- Act as deputy to the principal scientist supporting departmental leadership and decision-making.
- Lead specialised scientific projects or research and development initiatives that contribute to innovation and service enhancement.
- Oversee quality assurance programs, including internal audits, external quality assessments, and accreditation readiness.
- Mentor and support junior scientists and technical staff, fostering a culture of learning and professional development.
- Collaborate with clinical teams, external partners, and stakeholders to ensure integrated and responsive pathology services.
- Contribute to strategic planning, policy development, and service expansion initiatives.
- Maintain accurate documentation of scientific activities, including research protocols, validation reports, and operational records.
- Perform diagnostic testing across in Immunology in accordance with documented procedures.
- Operate, maintain, and calibrate laboratory equipment to ensure optimal performance and reliability.
- Conduct quality control (QC) procedures on all equipment and assays, ensuring compliance with documented protocols.
- Validate test results with attention to clinically acceptable turnaround times and escalate any anomalies or concerns.
- Communicate results to clients and clinical teams in accordance with established procedures and confidentiality standards.
- Ensure pathology service key performance indicators (KPIs) for turnaround time are consistently met.
- Participate in rotating and on-call rosters to support continuous laboratory operations.
- Troubleshoot any instrument malfunctions, QC failures, or other technical issues promptly.



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- Participate in the department's documented training policy, ensuring all training activities are recorded appropriately.
- Maintain accurate and timely documentation of all laboratory activities, including test records, QC logs, and maintenance reports.
- Apply discipline-specific expertise to ensure testing is performed to the highest standards of precision and reliability.
- Provide supervision and mentorship to Grade 1 and Grade 2 Scientists and laboratory staff.
- Lead or coordinate quality assurance programs and audits within the department.
- Participate in validation of new testing protocols or instrumentation.

## Selection criteria

### Essential skills and experience:

- Minimum of 8 years' experience or as deemed appropriate to specific site
- Proven expertise in specialised scientific work or research and development.
- Experience managing investigations into autoimmune disorders, protein analyses for plasma cell dyscrasias, and allergy testing.
- Strong understanding of laboratory accreditation standards and quality systems.
- Excellent communication, collaboration, and stakeholder engagement skills.
- Ability to manage complex workflows
- Commitment to continuous improvement, innovation, and professional development.

### Desirable but not essential:

- Eligibility for membership with the Australian Institute of Medical and Clinical Scientists (AIMS).
- Postgraduate qualifications (e.g., Graduate Diploma, Master's, or PhD) in a relevant scientific discipline or management.
- Experience leading a Class 2 department or section, including staff supervision and workflow coordination.
- Performed duties in an acting capacity and demonstrated leadership in operational or strategic initiatives.
- Advanced expertise in a specialised scientific area or in research and development projects.
- Strong record of contributions to scientific publications, conference presentations, or professional committees.
- Familiarity with laboratory accreditation processes (e.g., NATA, ISO) and quality management systems.
- Involvement in grant writing, budget planning, or business case development for laboratory services.
- Demonstrated ability to mentor and develop junior staff and foster a collaborative team environment.
- Experience liaising with clinical teams, external partners, and stakeholders to support integrated diagnostic services.



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## Professional qualifications and registration requirements

- Tertiary degree in Medical Laboratory Science or equivalent or as defined by NPAAC for a Scientist.

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

**Austin Health is a child safe environment**



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We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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