

Position Description

Anatomical Pathology Administrative Officer

Classification:	Grade 2 Administrative worker, HS2 – HS21
Business unit/department:	Anatomical Pathology
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2025-2027 Choose an item. Choose an item.
Employment type:	Part-Time
Hours per week:	24
Reports to:	Anatomical Pathology Principal Scientist
Date:	November 2025

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Administration officer provides essential support to the Anatomical Pathology department by managing daily administrative operations and facilitating effective results delivery and communication between consultants, healthcare providers and external clients. The position demands a high level of organization in preparing cases for multi-disciplinary meetings across the Pathology network, as well as performing data entry, and referral and result entry of supplementary testing and clinical trials.

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

- In a fast-paced environment, manage all incoming phone enquiries, email enquiries and physical mail receipt to the department, effectively communicating results via phone, fax, or electronic download.
- Co-ordination and collation of cases for daily multi-disciplinary review across the Pathology network, including liaising with clinical teams, NEMICS and external Pathology providers for the request, receipt and tracking of cases for review and second opinion.
- Receipt and data entry of add on tests, clinical trials, research and external requests for archival material. Ensure the correct patient demographics, billing and tests requested are entered.
- Co-ordinate requests for meetings and meeting room bookings.
- Data entry and tracking of archival tissue send-aways.
- Follow up of results of send-aways tests and scanning and transmission of reports/ and or report transcription where required.
- Provide administrative support for mortuary, including receipt and scanning of paperwork and some phone call communications.
- Provide administrative support to the Molecular diagnostics department, by request and receipt of cases for molecular testing, data entry and workflow initiation and tracking.
- Use of digital slide scanner and digitisation of slides for teaching, research and clinical use.
- Proficient use of Office 365 suite, AUSLAB and cerner.
- Provide administrative support to Anatomical Pathology consultants network wide as required.
- Filing and archive retrieval of paraffin blocks, glass slides and reports.
- Undertake other word processing and clerical tasks associated with the needs of the department including LIS audits and data extractions.
- Maintain and order stationery, milk and linen for the department.
- Log and track general engineering and maintenance requests for the department.
- Perform billing duties including referred IHC, research and VPAS invoicing.
- Other duties/responsibilities delegated by the Principal Scientist or Director of Anatomical Pathology.



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Selection criteria

Essential skills and experience:

- Minimum 2 years' experience in administrative role/s in a pathology or medical or setting (or equivalent) requiring excellent communication and data entry skills.
- A commitment to the Austin Health values
- Proven effective communication skills both verbal and written.
- Ability to problem solve in a variety of situations.
- Ability to work both autonomously and as a member of a dynamic team
- Demonstrated computer literacy including Microsoft Office Suite, O365, teams, LIS, and other software platforms etc
- Demonstrated organisational and time management skills.
- Knowledge of medical terminology

Desirable but not essential:

- Knowledge of hospital management systems (i.e. TrakCare and Cerner, AUSLAB)
- A sound understanding of information technology including clinical systems applications.
- A sound understanding of Pathology medicare billing
- Qualification (certificate/diploma) in Pathology/Allied Health.

Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role.

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.*



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- 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

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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