

Position Description

Medical Laboratory Technician

Classification:	Medical Laboratory Technician Grade 1
Business unit/department:	Immunology Department
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Fixed-Term Full-Time
Hours per week:	40
Reports to:	Principal or Senior Scientist
Direct reports:	
Financial management:	Budget: Y0252
Date:	November 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung 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

An opportunity exists for a motivated Laboratory Technician to join our busy Immunology Laboratory. The role is fixed term for 3 months and involves processing clinical samples on automated instrumentation, performing routine maintenance, and assisting with general laboratory duties such as stock control, reagent preparation, and result archiving. This position would suit a recent graduate or a student currently studying Medical Laboratory Science who is eager to gain hands-on experience in a diagnostic setting.

About the Directorate/Division/Department

Austin Health Pathology is a department of Austin Health, delivering high quality, comprehensive, and evidence-based pathology services to Austin Health, the co-located Mercy Hospital for Women, and a broad network of metropolitan and regional healthcare providers. The department is committed to providing exceptional patient care through routine and complex diagnostic services, expert advice, and dedicated support for teaching and research. As an accredited laboratory with the National Association of Testing Authorities Australia (NATA), the Royal College of Pathologists of Australasia (RCPA), and other key regulatory bodies, Austin Health Pathology maintains rigorous standards in all aspects of service delivery. The department is managed by a Pathology Executive, ensuring laboratory

testing aligns with the needs of a university teaching hospital and the strategic directions of Austin Health. Through continuous review and innovation in testing methodologies, instrumentation, and work practices, Austin Health Pathology seeks to remain at the forefront of analytical and clinical pathology services, supporting both clinical care and research excellence

Position responsibilities

- Operate and maintain laboratory equipment as per laboratory procedures; including calibration, preventative maintenance, safety protocols, troubleshooting and quality control
- Perform both manual and automated specimen handling tasks. Sort and distribute samples according to laboratory protocols.
- Receive and store laboratory consumables, ensuring adequate supply and correct storage for laboratory operations
- Demonstrate attention to detail, strong organisational skills
- Ability to work effectively within a team environment.
- Complete all tasks in accordance with departmental and organisational policies and procedures.
- Adhere to the pathology quality system requirements, including proper handling of hazardous materials and infection control protocols.
- Be aware of, and comply with, NPAAC and NATA standards and other relevant standards and guidelines
- Participate in shift and on-call roster(s) as required
- Other duties as required by Senior Scientist, Laboratory Manager, Principal Scientist, Operational Manager or Medical Consultant

Selection criteria

Essential skills and experience:

- Recent work experience in diagnostic laboratory.
- Ability to work independently with minimal supervision, and as part of a team
- Ability to prioritise and to cope with stressful and emergency situations
- Ability to cope with continuous change
- Use of Microsoft Office, and other IT systems
- Good communication skills
- Professional approach to enhance patient care and provision of pathology services.
- Understanding of Good Laboratory Practice and quality control processes

Desirable but not essential:

- Previous experience working in a pathology or clinical laboratory environment.
- Experience working with automated laboratory instrumentation
- Familiarity with Laboratory Information Systems (LIMS)
- Customer service experience, especially in healthcare or laboratory environments.

Professional qualifications and registration requirements



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- **Minimum Qualification - Diploma of Laboratory Technology or equivalent**

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



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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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