

Position Description

Medical Scientist Grade 3

Classification:	RY9, RZ1-3
Business unit/department:	Haematology – Flow Cytometry
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
	Choose an item.
	Choose an item.
Employment type:	Full-Time
Hours per week:	40 (38 + ADO)
Reports to:	Principal Scientist Haematology
Direct reports:	None
Financial management:	Budget: N/A
Date:	October 2025

Position purpose

The Grade 3 Medical Scientist is a senior scientific professional responsible for leading and supervising the scientific operations in the flow cytometry department.

The position required 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 department of Austin Health which provides service to not only Austin Health and the co-located Mercy Hospital for Women, but also to numerous GPs and Specialists in the metropolitan and regional community.

Austin Health Pathology is currently expanding into the Hume, Loddon Mallee and Goulburn Valley areas of regional Victoria, with laboratories in Shepparton, Mildura, Echuca and Swan Hill, and a point-of-care network including Castlemaine, Kerang, Kyneton, Seymour, Cohuna and Kyabram.

Austin Health Pathology is committed to providing high quality patient care through routine and complex diagnostic services, expert advice and support for teaching and research.

Position responsibilities

- Organise and supervise the scientific work of a department or section, ensuring compliance with regulatory standards and best practices.
- 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 within the flow cytometry department 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.
- 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.
- Other duties as required by Senior Scientist, Principal Scientist, Operational Manager or Medical



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Selection criteria

Essential skills and experience:

- Minimum of 8 years' experience in a relevant medical pathology laboratory
- Strong understanding of laboratory accreditation standards and quality systems.
- Excellent communication, collaboration, and stakeholder engagement skills.
- Ability to manage complex workflows and lead multidisciplinary teams.
- Commitment to continuous improvement, innovation, and professional development.
- Ability to work independently with minimal supervision, and as part of a team
- Ability to prioritise and to cope with stressful and emergency situations
- Professional approach to enhance patient care and provision of pathology services
- Demonstrated technical expertise in a wide range of analytical instruments and procedures
- Competent in maintenance, quality control, troubleshooting, interpreting and reporting various haematological malignant and non-malignant flow cytometry
- Recognize and take appropriate action in response to critical or unexpected results and communicate effectively with Pathologists
- Commitment to improving and developing both existing and new methods and techniques

Desirable but not essential:

- Strong Haematology experience / background in morphology
- Experience with the Beckman Coulter DxFLEX flow cytometer and Kaluza analysis software
- Experience in the validation of new equipment and/or laboratory processes
- Experience in training staff in current and new processes

Professional qualifications and registration requirements

- Bachelor of Laboratory Medicine degree, or alternative/equivalent science degree recognised by AIMS, AACB, AAM or ASC

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.



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- 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

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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