

Job and Person Specification

Title of Role: Forensic Mortuary Technician **Remuneration Level:** TGO2
Business Unit: Forensic Science SA **Type of Appointment:**
Division: Pathology **Position Number:**

Job and Person Specification Approval

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Primary Purpose

The primary purpose of the *Forensic Mortuary Technician* is to provide technical assistance to the Pathologist in the conduct of post-mortem examinations resulting in a contribution to the delivery of an efficient and effective post-mortem service.

The mortuary functions contribute to the delivery of an efficient and effective post-mortem service to the State Coroner.

Reporting relationships

The *Forensic Mortuary Technician* reports directly to the *Forensic Mortuary Technical Coordinator* and is also required to take technical direction from Pathologists during Post-Mortem Examination. This position is accountable to the *Manager Pathology*.

Key Relationships/Interactions

Internal

- The *Forensic Mortuary Technician* works as a team member in the Pathology Group, consisting of Pathologists, Scientific Officers, and Technical Officers.

External

- The *Forensic Mortuary Technician* may be required to interact directly with key clients and other stakeholders through casework operations. These may include the State Coroner's Office (SCO), Funeral Directors, and SA Police (SAPOL).

Special Employment Conditions

- Prior to an offer of employment being made, candidates must provide written authorisation to the Attorney-General's Department allowing a criminal history check. Upon receipt of the original National Police Certificate the individual must allow sighting of the original certificate for the purposes of verification and copying.
- Some out of hour's work and participation in an on-call roster will be required.



- The incumbent will be required to be fully immunised against Hep B and to submit to baseline testing for Hep B, Hep C, HIV and Tuberculosis. A person is fully immunised if they have received all doses of the TGA approved vaccine for Hep B in accordance with the dosage schedule recommended by ATAGI for that vaccine.
- Some travel may be required.
- *Prior to an offer of employment being made*, the candidate must be willing to undertake a functional capacity assessment if required to assist in determining if they are able to meet the physical demands of the mortuary environment.
- *Prior to an offer of employment being made*, the candidate must be willing to undertake a personality questionnaire if required to assist in determining if they are able to meet the emotional demands of the mortuary environment.
- The incumbent must provide a reference DNA sample so that their DNA profile can be generated and stored on an elimination DNA register. The register compares reference profiles against profiles generated in casework and monitors for the possibility of contamination.
- The incumbent must be prepared to undertake the requirements for a licence under S31 of the Radiation Protection and Control Act.

AGD Conditions

- Effectively embed AGD People and Leadership Expectations into all work processes
- Participate in annual performance review and development
- Actively participate in all mandatory training requirements
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code), relevant legislation and AGD policies and procedures
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory and an Extended Police Clearance (EPC) that FSSA and SAPOL find satisfactory.

Diversity

The Attorney-General's Department values workplace diversity and is committed to providing an inclusive work environment where employees feel respected, valued, and empowered to be themselves, we are also committed to reconciliation and strongly value First Nation's voices in the community and workplace.

Flexible Working Arrangement Options

The South Australian public sector promotes diversity and flexible ways of working including part-time. You are encouraged to discuss the flexible working arrangements for this role. Flexible working arrangement options for this role may include:

- Flexitime
- Part time work
- Compressed hours arrangements



Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. This includes being trained and rostered to perform tasks in other areas or disciplines within FSSA to address operational needs.

The *Forensic Mortuary Technician* is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator /Measurement
Post-Mortem Examination	<ul style="list-style-type: none"> • Participate in the mortuary theatre roster at the direction of the pathologist. • Ensure the mortuary and associated equipment is clean, in good working order and ready for daily operations. • Ensure consumables and linen are available for daily operations. • Assist with training of staff as directed. • Prepare and maintain accurate records of examinations. • Use a Laboratory Information Management System to enter exhibits and track samples. • Provide an X-ray service to the pathologist as required. 	<ul style="list-style-type: none"> • The Mortuary Theatre is maintained and operating to a high standard as agreed with the Forensic Mortuary Technical Coordinator and Manager Pathology. • Assist in the completion of the Post-Mortem Examination (PME) to the required level and quality standard of the pathologist. • Documentation is complete, collated correctly and accurately. • The PME is conducted with respect and in a safe manner for all staff. • Communications are clear and courteous. • Undertake the physical transfer of deceased using manual handling techniques
Admission and release of bodies	<ul style="list-style-type: none"> • Effectively communicate with the State Coroner's Office (SCO), SAPOL, Funeral Directors and the Metro conveyancer regarding the admission, release, and transportation of deceased persons. • Monitor and complete documentation as required. • Ensure delivery and release of deceased persons is done in such a way as to have utmost respect for the deceased and operational safety for staff. • Store valuables submitted with the deceased person. 	<ul style="list-style-type: none"> • Communications are clear and courteous. • Documentation is complete, collated correctly and accurately. • Delivery and release of deceased persons is performed with respect and in a safe manner for all personnel. • Chain of custody records are complete and accurate. All valuables submitted with a deceased person are accounted for.



<p>Exhibit and Administrative Management</p>	<ul style="list-style-type: none"> • Review paperwork received from the SCO, pathologists, and external service providers. • Maintain chain of custody records by documenting the retrieval, transfer and return of samples as appropriate and as required. • Assist with the delivery and retrieval of items to external laboratories. • Contribute to the audit and management of stored post-mortem samples and exhibits in evidentiary freezers to ensure long term sample integrity and appropriate disposal. • Assist with regular administrative reviews of case files. 	<ul style="list-style-type: none"> • Documentation is complete, collated correctly and accurately. • Chain of custody records are complete and accurate. • Items are delivered to and retrieved from external laboratories in a timely manner. • Accurate records are maintained to verify, authorisations and the location and integrity of exhibits and samples.
<p>Quality Assurance</p>	<ul style="list-style-type: none"> • Maintain NATA accreditation requirements by adhering to appropriate quality assurance standards, operational policies, and laboratory protocols. • Monitor and maintain equipment and instruments to ensure optimum performance. 	<ul style="list-style-type: none"> • Review of operational policies and laboratory protocols as necessary. • Participation in and successful completion of competency requirements. • Equipment and instruments within the laboratories are operating efficiently. • Quality checks are conducted at regular intervals while processing PM material. • Corrective actions are implemented as required.
<p>Compliance with legislation</p>	<ul style="list-style-type: none"> • Responsible and accountable for adhering to the requirements of the WHS Act 2012; relevant WHS Regulations 2012; the Equal Opportunity Act 1984; the PS Act 2009; the Code of Ethics for Public Sector employees; the principles of diversity; and the Department's policies and procedures. • Keep accurate and complete records of business activities in accordance with the State Records Act 1997. 	<ul style="list-style-type: none"> • Abides by the Acts, Regulations, Policies and Procedures relevant to employees of the Department. • Documents and correspondence filed according to States Records Act, 1997.



<p>Contribute to Culture</p>	<ul style="list-style-type: none"> • Actively participate in and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. 	<ul style="list-style-type: none"> • Work practices are safe and WHS legislation, policies and procedures are adhered to. • Respectful behaviour observed when faced with diversity/differences in opinion.
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Qualifications, Skills, Knowledge, and Experience relevant to the role

<p>Technical Knowledge and Expertise (Essential)</p>	<ul style="list-style-type: none"> • Certificate IV, Diploma or Advanced Diploma in a relevant technical discipline or equivalent • Extensive experience in assisting at coronial or hospital post-mortem examinations. • Ability to work in a team environment requiring task sharing, effective communication and working under minimal supervision. • Personal time management to meet case turn-around-time expectations. • Possess an approach to work which emphasises quality, accuracy, and thoroughness. • Good oral communication skills, including the ability to communicate effectively with customers. • Knowledge of the principles and practice of WHS, Equal Opportunity, the <i>PS Act 2009</i>, employee conduct standards and diversity appropriate to the requirements of the role. • Knowledge of manual handling techniques
<p>Technical Knowledge and Expertise (Desirable)</p>	<ul style="list-style-type: none"> • A Degree in Science, or relevant equivalent. • Knowledge of human/mammalian anatomy and/or physiology. • Radiography knowledge/skills including being licensed under S31 of the Radiation Protection and Control Act 1982. • Basic knowledge of or experience in digital photography. • A current Driver's licence. • Experience working in a NATA accredited laboratory. • Experience using a laboratory information management system. • Ability to communicate to a diverse group of colleagues, including technical, scientific, and administrative personnel.



Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the *Forensic Mortuary Technician* role. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in AGD's Performance Matrix. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism



Element	Behaviours
Strategic Focus (Operational)	<p>Supports Strategic Direction</p> <ul style="list-style-type: none"> • Identifies and manages risk as appropriate and escalates as necessary • Actively participates in business planning • Contributes to the drive for change and innovation • Adapts quickly to changing and emerging priorities
Results Orientation (Operational)	<p>Achieves and Monitors Own Results</p> <ul style="list-style-type: none"> • Monitors progress towards achieving outcomes • Takes responsibility for the delivery of quality and timely results • Critically evaluates issues and ensures solutions are practical and achievable • Prioritises workload effectively and negotiates deadlines where appropriate • Measures performance and acts on opportunities for continuous improvement
Service Delivery Excellence (Operational)	<p>Supports Service Delivery Excellence</p> <ul style="list-style-type: none"> • Identifies and raises awareness of trends, potential problems, and opportunities • Identifies and delivers high quality internal and external customer service • Translates performance requirements into achievable outcomes. • Effectively manages their own performance, managing (or influencing) the wider team performance
Relationship Management (Operational)	<p>Fosters Working Relationships</p> <ul style="list-style-type: none"> • Effectively manages conflict and escalates when appropriate • Develops effective working relationships and internal networks • Shares information and knowledge as appropriate • Takes into account the situation and audience • Actively listens and communicates clearly
Professional approach and drive (Operational)	<p>Supports Personal Drive and Professionalism</p> <ul style="list-style-type: none"> • Promotes a culture of respect and high ethical standards • Maintains professionalism and confidentiality when dealing with sensitive issues • Constructively expresses own views and respects the views of others • Is aware of risks and makes decisions accordingly • Looks for opportunities to engage in development activities • Seeks feedback and reviews own performance • Ensures a focus on wellbeing for self and others and raises concerns where necessary

Employee

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Print name

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Signature

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Date

Manager

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Print name

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Signature

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Date

