



Position Description

Please ensure to only send through approved Position Descriptions (PD) to Position Maintenance (PM). PD's that have not been approved through the appropriate channels (e.g. Grading Committees or Business Partners) will delay the process.

If the request is a minor amendment to an existing PD, please highlight the amendments required.

*Note – As ROB will not allow any text beyond the allowable character limit, please ensure the fields are as succinct as possible.

Facility/Service	St George Hospital
Department	Nursing and Midwifery Executive Support Services
Manager	Manager, Wardsperson & Mortuary Services
Position Number	TBC
Cost Centre	161201

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Position Description Title *	Mortuary Attendant, Technical Assistant Grade 2 – St George Hospital	
Does this role require Multiple Awards?*	NO	
Award* <i>List all relevant Awards</i>	Health Employees (State) Award	
Position Classification* <i>List all classifications relevant to this position</i>	Technical Assistant level 2	
Job Category Coding (ROB)*	Pathology	
Job Classification Coding (ROB)*	Technical	
Job Speciality Coding (ROB)	Post Mortem Assistant	
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why	<i>(Mandatory)</i> <i>PM team will include this text</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free text)</i> <i>Cannot exceed 3400 characters</i>	The Mortuary Attendant coordinates and liaises with Anatomical Pathologists, donor coordinators, post-mortem coordinators, social workers and funeral directors to provide an appropriate and respectful service for the deceased.



does this role exist?"		
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Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i> <i>Cannot exceed 3800 characters</i></p>	<p>The role and responsibilities of the position are to be carried out in a manner that is consistent with the values, strategic priorities, performance goals, delegations, policies, procedures and operations of South Eastern Sydney Local Health District and in line with the NSW Health Code of Conduct and the Capabilities required to perform this role competently. The incumbent may be asked to perform job-related tasks other than those specifically stated in this description, may be required to perform duties on a 24/7 roster and/or on call, and may be required to travel to different sites across the organisation with appropriate notice as per the award.</p> <ul style="list-style-type: none"> • Preparation of the deceased for the purpose of viewing and identification and assist relatives in the viewing process using appropriate counselling and intervention skills • Responsible for the admission and release of deceased persons to and from the mortuary whilst adhering to relevant policies and procedures • Provide liaison and effective and appropriate communication between all support services both internally and with external agencies. • Perform specimen handling activities which may involve the collecting and delivering of specimens and assisting in the photography of specimens. • Ensure that all areas of the mortuary are cleaned as per established local procedures, including infectious cleaning of the mortuary after a postmortem has been completed, and adhering to infection control measures at all times. • Undertake a range of general housekeeping duties on a daily basis to ensure that the mortuary is sufficiently stocked and maintained. • Participate in quality and continuous improvement activities in accordance with National Association of Testing Authorities (NATA) requirements. • Ensure that the dignity of the deceased is maintained throughout all aspects of the role in accordance with the Human Tissue Act. • Responsible for maintaining accurate and timely records of work undertaken. This may take the form of maintaining the mortuary registers and workload databases.
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		<ul style="list-style-type: none"> Maintain an understanding of relevant legislation including the Coroners Act, Human Tissue Act, and comply with all Legislative, NSW Health and NSW Health Pathology policies and guidelines related to privacy through the discreet management of confidential information relevant to the role.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

Cannot exceed 1000 characters per Key Challenge

Challenges	<ul style="list-style-type: none"> Regular exposure to deceased persons in varying states of decomposition and/or trauma, and/or afflicted with infectious diseases, and/or paediatric.
Decision Making	<ul style="list-style-type: none"> Understand and comply with all WH&S responsibilities pertaining to the position Managing time effectively during busy periods Ensuring correct tagging and documentation Prioritising tasks Determining appropriate presentation standards for viewings. Notifying supervisors of broken or faulty equipment.
Communication	<ul style="list-style-type: none"> Communication with a high level interpersonal, written and verbal skills. Effective working relationships with all levels of staff to provide high quality service and care for stakeholders interacting with the SGH Mortuary Communicating sensitively with other healthcare staff or, in some cases, bereaved families.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

Key Internal Relationships <i>3 max - Cannot exceed 200 characters per line</i>	Who?	Manager, Wardsperson and Mortuary Services
	Why?	Provide advice, information and status updates on the progress of work. Seek guidance, mentoring and direction. Escalate issues where required to support optimal functioning of the service
	Who?	Senior Medical Officer Manager
	Why?	Daily communication in relation to death certificates, releasing of bodies and all associated clinical documentation and workflow processes

	Who?	Various SGH Clinical Teams
	Why?	Respond to enquiries from clinical teams particularly relevant to Social Work in relation to family viewings and other related enquiries
Does this role routinely interact with external stakeholders?		YES
Key External Relationships <i>2 max - Cannot exceed 200 characters per line</i>	Who?	Statewide Contractors and Funeral Homes
	Why?	To organize collection of deceased clients from Mortuary
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	0
Indirect Reports	0

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	n/a
Other \$	n/a

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

Essential Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check.
	<i>PM team will include this text</i>	

	<p><i>(Mandatory)</i></p> <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p>	<ul style="list-style-type: none"> • Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. • Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.
	<p><i>(Free Text)</i></p> <p><i>Cannot exceed 3500 characters</i></p>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

1	A working knowledge of, or demonstrated ability to learn, all aspects of the Mortuary environment and associated operational function within the broader organisation
2	Demonstrated ability to maintain high quality work output while managing competing priorities
3	Demonstrated customer service experience and skills, preferably in a mortuary environment, including the ability to communicate effectively with family of deceased patients, and multidisciplinary clinical staff
4	Demonstrated problem solving and analytical skills combined with the ability to investigate and resolve general issues within the Mortuary environment
5	Demonstrated knowledge and experience with manual handling and safety procedures, particularly in relation to a Mortuary environment
6	Awareness of legislation, policies and requirements relevant to a laboratory setting
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Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

Other Requirements	(Mandatory) <i>PM team will include this text</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	(Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	<ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text) <i>Cannot exceed 3800 characters</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

Currently only being used for Allied Health

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
* Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable	Infrequent
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Frequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling – remaining in a kneeling posture to perform tasks	Occasional
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Occasional
Leg/Foot Movement – use of leg and/or foot to operate machinery	Occasional
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Frequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Frequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Frequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Occasional
Reaching – arms fully extended forward or raised above shoulder	Frequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Frequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Occasional
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Frequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Occasional
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Frequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Infrequent
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Constant
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Occasional
Gases – working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes – exposure to noxious or toxic fumes	Occasional
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Occasional
Hazardous Substances – e.g. dry chemicals, glues	Occasional
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent

Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Occasional

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters