

PERTH BONE AND TISSUE BANK

DONOR LIAISON OFFICER.

Established in 1993, the Perth Bone & Tissue Bank Inc. (PBTB) is the only one of its kind in Western Australia. PBTB is a not for profit independent, charitable organisation striving to improve the quality of life for patients of all ages.

PBTB is recognised as a leader in bone and tissue graft and transplant research in Australia. Extensive work has been carried out in a number of related areas which has been internationally recognised.

PBTB's primary role is to collect, screen, store and distribute donated human bone and tissue grafts for transplant purposes. Key surgical procedures supported by PBTB grafts include surgery for spinal deformities in children and teenagers, hip and knee replacement surgery, bone grafting for bone tumors and repair of other bone defects.

As a family friendly workplace we offer our staff flexible working hours, journey insurance and free car parking.

Salary

\$57,309 pa FTE salary plus SGC superannuation (currently 9%). A generous salary packaging component is also available. Staff are able to package a maximum of \$30,000 'grossed up value' (this has a net tax saving benefit of approx \$5,000 pa).

Your Application

Please provide the following documents:

A covering letter (optional)

Resume/Curriculum Vitae (recommend no more than 6 pages) including:

- Personal details
 - Name
 - Address
 - Phone Number
- Work History. A summary of your work history starting with your most recent position and including dates and details of the tasks/responsibilities undertaken in each position,
- Education and training achievements, including any you are doing now,
- Any activities outside of work which may be relevant to the job,
- Referees. The name and contact details for at least 2 referees one of which should ideally be a current or recent supervisor. Select referees who know about your relevant skills and abilities. You should always let your referees know about the position and skills required before nominating them in your application.

Your main application

- Please submit a written application addressing each of the work-related requirements (selection criteria). The work-related requirements can be found in the job description form. **Applications which do not meet the selection criteria will not be considered.**
- To address each work related requirement (selection criteria):
 - Treat each work-related requirement separately;
 - There is no need to write more than one page against each work related requirement;
 - Explain how you meet the work related requirement; and
 - Include examples of events or projects where you have used specific skills/knowledge. Explain what you did and the outcome.

A photocopy of your formal qualifications.

Lodging your application

Type your application or make sure your handwriting is easy to read.

Staple your application in the top left-hand corner.

Do not submit your application in a presentation folder.

Your application should be marked "Private and Confidential" and sent to:

The Production Manager
Perth Bone and Tissue Bank

By Email:	greg.brooker@perthbonebank.com
By Fax:	(08) 9386 9344
By Hand:	Perth Bone and Tissue Bank Perth Orthopaedic Institute Gate 3 Verdun Street NEDLANDS WA 6909
Australia Post:	PO Box 1125, NEDLANDS WA 6909