

Position Description – *Laboratory Assistant*

Updated 03/02/2026

POSITION DETAILS

College/Portfolio	College of Medicine and Public Health
Organisational Unit	Flinders Health and Medical Research Institute (FHMRI) / Integrative Neuroscience Lab
Supervisor (Title)	Associate Professor, Head of Integrative Neuroscience Lab
Classification	Higher Education Officer level 4
Employment Type	Fixed-term Full-time

POSITION SUMMARY

Under routine to general direction the Laboratory Assistant will provide support within the Integrative Neuroscience Laboratory. The incumbent will provide assistance with essential technical and administrative support for neuroscience research projects using established experimental protocols ensuring the successful delivery of project milestones. .

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.

A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position

KEY POSITION RESPONSIBILITIES

The Laboratory Assistant is accountable for:

- Assisting with surgical procedures and animal-based recording experiments by preparing sterilized instruments, setting up recording equipment, and monitoring anaesthesia levels under supervision.

- Preparing and administering routine drugs in animal models following established research protocols and safety guidelines.
- Perform routine histological techniques, including brain tissue collection, sectioning (e.g., using a cryostat or microtome), and performing immunohistochemical staining. Operate optical and/or fluorescence microscopes to capture experimental images and collect data in accordance with validated laboratory protocols.
- Conduct daily clinical health checks and post-operative monitoring of research animals, ensuring all observations are accurately documented in compliance with Animal Ethics Committee (AEC) requirements.
- Perform standardised experimental recordings and assist with the accurate entry and organisation of research data into laboratory databases.
- Contribute to the management of the cleanliness and functional readiness of the laboratory environment, including the sterilization of tools, management of chemical/reagent stocks, and coordinating waste disposal.
- Adhere to all University Work Health and Safety (WHS) policies and ethical standards to ensure a compliant and productive research environment.
- Maintain flexibility for occasional, short-duration weekend work required for essential animal welfare monitoring and post-operative care.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of diploma level qualification with relevant work-related experience; or Certificate IV in a relevant area with relevant/extensive relevant work experience or equivalent combination of relevant experience and/or education/training.
- Demonstrated routine to general knowledge in the methodologies relating to neuroscience research techniques, including basic animal handling and an understanding of histological processes, and the principles of light and fluorescence microscopy.
- Demonstrated ability to perform precise tasks such as drug administration, tissue sectioning, staining procedures, and the operation of microscope imaging systems under guidance.
- Demonstrated experience in monitoring animal health and observing histological results, with the ability to identify and report issues promptly.
- Demonstrated ability to maintain thorough experimental records, ensuring data integrity and ethical compliance.
- Demonstrated effective communication skills with the ability to work collaboratively as part of a research team.
- Effective work processing skills and demonstrated experience in the use of standard office software (Word, Excel, Outlook) for data entry and laboratory administration.