

Position Description – *Laboratory Assistant Respiratory and Dust Diseases Associated Research Group (RADDAR)*

Updated 23/03/2026

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Anatomical Pathology
Supervisor (Title)	Professor, Anatomical Pathology
Classification	Higher Education Officer level 4
Employment Type	Fixed-term, Part-time

POSITION SUMMARY
Under routine to general direction the Laboratory Assistant will provide support within the Respiratory and Dust Diseases Associated Research Group (RADDAR). The incumbent will provide assistance with essential technical and administrative support for respiratory disease research projects using established experimental protocols and existing databases, ensuring the successful delivery of project milestones.

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> • 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>Staff working in a health care setting are <u>strongly recommended</u> to be fully vaccinated against COVID in line with the SA Health policy.</i></p> <p><i>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</i></p>

KEY POSITION RESPONSIBILITIES

The Laboratory Assistant is accountable for:

- Assisting with laboratory experiments, including processing of body fluids following established protocols and safety guidelines
- Assist with cell culture maintenance, including feeding and splitting of cells and preparing cell culture media and other solutions following established research protocols and safety guidelines.
- Perform routine histological techniques, including, sectioning (e.g., using a microtome). Operate optical and/or fluorescence microscopes to capture experimental images and collect data in accordance with validated laboratory protocols.
- Assist with flow cytometry experiments by preparing samples for analysis.
- Perform standardised experimental procedures 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 maintenance of cell culture equipment, management of chemical/reagent stocks, and coordinating waste disposal.
- Contribute to the timely return of research samples to collaborators using established courier procedures.
- 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 processing of biospecimens
- 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 biological sciences, including biospecimen processing, cell culture techniques, and a basic understanding of histological processes and flow cytometry.
- Demonstrated ability to perform precise tasks such as cell culture, biospecimen processing, tissue sectioning, and the operation of microscope imaging systems under guidance.
- 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.