

Position Description – *Research Assistant*

Updated 07/08/2026

POSITION DETAILS

College/Portfolio	College of Medicine and Public Health
Organisational Unit	Bowel Health Service, Flinders Centre for Innovation in Cancer
Supervisor (Title)	Principal Medical Scientist
Classification	Higher Education Officer level 5
Employment Type	Fixed-term, full-time (1.0FTE) available for 2 years

POSITION SUMMARY

The Research Assistant will provide administrative and technical support to grant funded research in gastrointestinal health and colorectal cancer prevention conducted by the Bowel Health Service at Flinders Centre for Innovation in Cancer. The Research Assistant will work under the direction of the Associate Professor of the Bowel Health Service, and in collaboration with research staff, clinical investigators, students and industry representatives.

The role will involve laboratory work, administrative duties and interactions with clinical trial participants and staff, including obtaining patient consent and liaising with clinicians. The Research Assistant will collect and record data, assist with the collection and processing of patient samples, and ensure laboratory experiments are executed and recorded appropriately.

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 in order 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.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender based violence. Appointment to this role is conditional on the completion of required pre employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender Based Violence

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Agenda 2035

declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender Based Violence (2025), and a Nationally Coordinated Criminal History Check.

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

KEY POSITION RESPONSIBILITIES

The Research Assistant is accountable for:

- Collection and/or processing, packaging and shipment of routine blood, faecal, and/or tissue samples in line with project protocols.
- Providing general laboratory technical assistance, including automated immunoassays, quantitative PCR, ELISA, and other experiments as directed.
- Recording research data into hard-copy and computer databases, ensuring data is accurate and complete.
- Maintaining laboratory stock and supplies through completion of purchase orders.
- Administrative duties including taking study participant phone calls, preparing study kits, and entering survey data.
- Assisting with preparing and reviewing ethics and governance applications and reporting back to study investigators, as well as liaising with stakeholders and study sites.
- Assisting with analysing data and preparing study reports, publications and presentations.
- 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 a degree in health or laboratory related sciences, or an equivalent combination of relevant experience and/or education and/or training.
- Sound knowledge of methods conducted as part of the key responsibilities.
- Demonstrated ability to prioritise and meet deadlines.
- Demonstrated ability to work both independently and collaboratively as part of a team, and to take initiative within the work-area.
- Demonstrated sound computing skills including experience in handling large databases, with skills in Microsoft Office.
- High standard of laboratory skills with attention to detail.
- Effective communication skills (written and verbal) and collaborative teamwork in a research environment.
- Prior experience in analysing scientific and/or clinical data, and writing reports, publications and grant funding applications.
- Experience in gastroenterology research, diagnostic medicine or in supporting clinical trials (*desirable*).