

## Position Description – Senior Technical Officer Microscopy and Histology

Updated 01 August 2025

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	College Services, Technical Services
Supervisor (Title)	Senior Manager Technical Services
Classification	Higher Education Officer 6
Employment Type	Continuing, Full time 1.0 FTE (or part time negotiable)

POSITION SUMMARY
<p>Under general to broad direction, the Senior Technical Officer: Microscopy and Histology will be primarily responsible for the running and maintenance of Histology, Immunohistochemistry and Histochemistry Services and associated user training. The incumbent will provide additional support for College-based teaching of microscopy and histology activities, including assisting in the preparation and maintenance of tissue samples and slides for teaching purposes. The incumbent will also contribute to the preparation and management of workplace health and safety documentation and processes and day-to-day operations of the Light Microscopy facility, including through contributions to record keeping and invoicing. The incumbent will work in conjunction with the Microscopy Lead Academic.</p>

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"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;</li> <li>• 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;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <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>

*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 Technical Officer Microscopy and Pathology is responsible for:

- Providing histology, histochemistry and immunohistochemistry technical services to researchers in the Flinders Microscopy Technology Platform Facility.
- Developing protocols and providing training to support and maintain the safe and effective use of histology histochemical and immunohistochemical equipment in Flinders Microscopy Technology Platform Facility.
- Promoting and providing work health and safety (WHS) practices including risk assessments, hazard management and workplace inspections.
- Providing training, support and services to researchers in the following:
  - preparation of samples
  - sectioning and staining techniques
  - the use of multiple antisera for multiple-labelling immunostaining including appropriate control experiments
  - acquisition of images
- Planning experimental design, establishing robust protocols and conducting pilot experiments.
- Delivering of 'fee for service' sample processing.
- Maintaining knowledge of and providing support to the maintenance of histology, histochemistry and immunohistochemistry teaching slide boxes.
- 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 with subsequent relevant experience; or, extensive experience and/or specialist expertise or broad knowledge in technical fields; or an equivalent combination of experience and/or education and/or training.
- Demonstrated experience and skills in methodologies related to routine histology, histochemistry and immunohistochemistry.
- Extensive practical experience in techniques of tissue micro-dissection and preparation, embedding techniques and multiple sectioning techniques.
- Demonstrated experience and skills in methodologies related to a range of biological tissue and organ specimens including handling, fixation, dissection, care and preservation.
- Demonstrated experience in microscopy (brightfield, fluorescence and confocal microscopy).
- Demonstrated proficiency in MS Office suite and university software programs with the ability to carry out administrative tasks such as writing reports and maintaining databases and billing systems.
- Demonstrated ability to plan, prioritise and organise work to achieve goals and meet deadlines.
- Well-developed oral and written communication skills and interpersonal skills, including experience in building relationships and networks with a broad range of internal and external stakeholders.
- Demonstrated high level organisational and administrative abilities, including the ability to be proactive and take initiative in problem solving, set priorities, meet competing deadlines, and make sound independent judgements.

- Well developed communication and interpersonal skills, with demonstrated ability to interact with a broad range of people.
- Proven experience in WHS procedures including chemicals, hazard management and drafting WHS related documentation.
- Demonstrated ability in developing protocols, training researchers and management of online resource booking systems.