



Position Description

Position Title: Technical Assistant	Classification: Bond Level 2
Faculty/School/Office: Faculty of Health Science & Medicine	Date Position Classified/Updated: September 2025

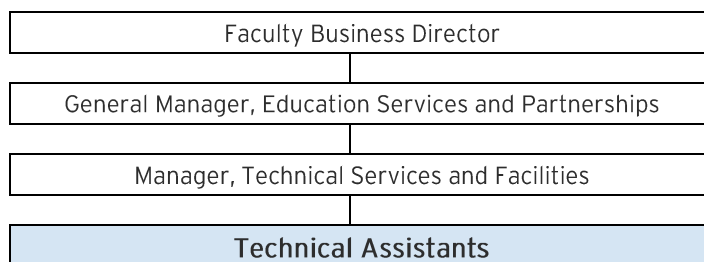
Purpose of the Position:

The Technical Assistant provides additional technical support to the Laboratory Services Team within the Faculty of Health Sciences and Medicine. The role provides assistance across a range of teaching and research environments and disciplines. These may include the Anatomy and Science laboratories, Pathology Museums, Clinical Skills facilities, Sports Science and Allied Health laboratories, and laboratory spaces.

This Technical Assistant position supports the wider Laboratory Services Team by ensuring effective preparation, cleanliness, and maintenance of teaching and research spaces and equipment, including supporting the setup and packdown of practical classes, maintaining equipment and workspaces, restocking supplies, and disposing of waste safely in accordance with WHS guidelines. The position also assists with basic equipment checks, simple reagent preparation, delivery of materials, and support during practical sessions. As part of the Laboratory Services Team, the position will help to foster a positive workplace culture, and deliver high-quality technical skill and service.

Reporting Relationship:

This position reports to the Manager, Technical Services and Facilities:



Selection Criteria:

1. Completion of a relevant certificate or equivalent experience in a laboratory or technical support environment.
2. Ability to assist with the setup, cleaning, and maintenance of laboratory equipment and materials under supervision.
3. Understanding of basic WHS principles and safe handling of laboratory materials, including waste disposal procedures.

4. Ability to follow instructions, manage routine tasks efficiently, and maintain a clean and orderly workspace.
5. Good interpersonal skills and the ability to work cooperatively with technical staff, academic staff, and students.
6. Demonstrated interest in developing technical skills and participating in training relevant to laboratory operations.
7. A valid driver's licence and willingness to assist with deliveries or transport of materials between campus locations if required.

Desirable Criteria:

1. Prior experience supporting laboratory activities.
2. Familiarity with using computers as well as Microsoft Suite for data entry, inventory tracking, or accessing safety documentation.
3. Demonstrated enthusiasm for working across a range of academic disciplines to support service delivery and excellence.

Competency	Responsibility
Laboratory Operations	• Support the planning, preparation, set up, and pack down practical sessions to ensure teaching readiness and a high-quality student learning experience. • Support technical staff in delivering a well-organised, safe, and engaging practical classes. • Assist the Laboratory Services Team in ensuring a safe, clean, and efficient working environment, including but not limited to, general laboratory cleaning, washing glassware, and undertaking laundry. • Assist in providing technical, digital, and AV support during practical teaching sessions to contribute to high-quality teaching delivery. • Support the transit, delivery, and collection of laboratory resources between sites and maintain accurate inventories. • Assist the Laboratory Services Team to maintain consumables stocks and shared equipment across the Faculty's Allied Health and Medical training spaces. • Support daily operational duties by effectively organising, prioritising, and completing tasks to support teaching and research requirements. • Provide coverage to other laboratory service teams, including during staff absences and peak periods. • Assist with the setup, delivery, and pack-down of ad-hoc events, following directions to ensure safe and efficient operations. • Work with the Manager, Technical Services and Facilities and senior technical staff to develop and implement laboratory service enhancements and operating procedures.
Laboratory Compliance & Risk	• Uphold the highest standards of compliance, ethics and integrity. • Support the Laboratory Services Team to: ○ review and maintain WHS documentations, accurate records and assist with supporting compliance with related governance initiatives. ○ maintain a safe and compliant laboratory environment by adhering to WHS requirements, monitoring lab conditions, following safety protocols,

	managing hazardous materials appropriately, and escalating risks to senior staff as needed. ○ support orientation and induction programs for staff and students, ensuring effective communication of relevant policies and procedures.
Stakeholder Communication	• Actively participate in Faculty and University engagement activities, national networks, and relevant professional bodies to build collaborative relationships across the faculty, universities, and institutions. • Support the Laboratory Services Team to: ○ maintain effective communication and relationships across academic and professional teams to ensure smooth operations and if required identify and trouble-shoot ideas to enhance the practical teaching delivery. ○ interpret and provide accurate advice on relevant policy and procedures to stakeholders. ○ promote collegiality and an inclusive environment through the engagement of partners, institutes, hospitals, industries, government and the community.
Understanding of Quality Assurance	• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to actively engage in ongoing professional development to strengthen their cultural awareness and sensitivity, recognising that this is a continuous learning process that supports an inclusive and respectful workplace.
Equal Opportunity and Inclusion	• Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality, inclusiveness and diversity.
Understanding of WHS Responsibilities	• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this position at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.