



Position Description

Position Title: Laboratory Assistant, Research Laboratories	Classification: Bond Level 2
Faculty/School/Office: Faculty of Health Science & Medicine	Date Position Classified/Updated: October 2026

Purpose of the Position:

The Laboratory Technician, Research Laboratories is part of the Technical Services and Facilities Team within the Faculty of Health Sciences and Medicine at Bond University. Under the supervision of the Manager, Research Laboratories, this position provides routine technical and operational support to the Faculty's research laboratory facilities.

Working under direction and in collaboration with senior technical staff, this position supports the routine operation of the animal holding facility, including animal welfare monitoring, cleaning and maintaining animal care areas, and preparing and sterilising associated supplies.

The role also supports day-to-day laboratory operations through routine wash-up, preparation of basic laboratory materials and media, restocking consumables, and undertaking basic equipment checks in accordance with established procedures.

The position follows approved procedures for safe handling, storage and disposal of laboratory materials, maintains routine records, and escalates animal welfare, safety or equipment issues to senior staff as required.

As part of the Technical Services and Facilities Team, the position contributes to a positive team culture and reliable, responsive technical support.

Reporting Relationship:

This position reports to the Manager, Research Laboratories:



Selection Criteria:

- A relevant certificate-level qualification, laboratory training, animal care training, or an equivalent combination of education and practical experience in a laboratory, animal care or technical support environment.
- Experience or demonstrated capacity to undertake routine animal care duties in accordance with approved procedures, animal welfare requirements and direction from senior staff.
- Experience or ability to perform routine laboratory support tasks, including wash-up, sterilisation, preparation of basic materials or media, restocking consumables and maintaining clean work areas.
- Basic understanding of hygiene, biosafety and safe work requirements relevant to laboratory and animal facility environments, with willingness to follow established procedures.
- Ability to follow WHS directions and safe laboratory practices, including the safe handling, storage and disposal of laboratory materials under established procedures.
- Good communication, reliability and teamwork, with the ability to follow instructions, complete routine tasks, maintain basic records, identify issues and escalate matters appropriately.
- Basic computer skills, including the ability to use Microsoft Office and learn internal systems for routine inventory, scheduling and documentation tasks.

Desirable Criteria:

- Familiarity with standard laboratory equipment and a willingness to learn the use of specialised instrumentation under guidance.
- Experience working in a higher education or research environment, with an understanding of laboratory-based operations.
- Current drivers' licence and the willingness to travel between sites as needed.

Competency	Responsibility
Research Services	<ul style="list-style-type: none">• Perform animal technician duties, including routine monitoring of animal health and welfare, maintaining animal facility hygiene and cleaning and autoclaving animal supplies including cages and water bottles.• Participate in rostered animal care duties, including weekend and occasional out-of-hours work, to support the ongoing care and welfare of animals.• Undertake routine cleaning, washing, and preparation of laboratory glassware, equipment, and materials to support research laboratory activities.• Maintain consumables stocks and notify senior staff when replenishment is required.• Assist with basic equipment maintenance and report faults or issues to senior technical staff for escalation and repair.• Support the safe movement and setup of equipment and materials between laboratories, storage areas, and teaching spaces.• Provide operational support across laboratory areas during peak periods and staff absences, contributing to consistent service delivery.• Participate in team activities, including meetings and training, to support service delivery and ongoing skill development.
Laboratory Compliances & Risk	<ul style="list-style-type: none">• Maintain routine records and assist with basic documentation to support laboratory and animal facility operations, under the direction of the Manager, Research Laboratories or senior technical staff.• Follow approved animal ethics protocols, institutional procedures and animal welfare requirements during routine animal handling and care, including

	<p>maintaining accurate health monitoring records and escalating concerns promptly.</p> <ul style="list-style-type: none"> • Support a safe laboratory environment by following WHS requirements, observing laboratory conditions, using safe work practices, handling materials according to procedures and escalating risks or hazards to senior staff. • Assist with basic orientation or demonstrations for users of laboratory spaces, when requested and under the guidance of senior staff. • Provide practical input into risk assessments, SOPs, task instructions and laboratory checklists when requested, under the guidance of senior staff.
Stakeholder Communication	<ul style="list-style-type: none"> • Communicate clearly with academic, professional and technical staff about routine laboratory requirements, stock levels, equipment issues and animal welfare matters, and seek guidance where needed.
Quality Assurance and Continuous Improvement	<ul style="list-style-type: none"> • Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	<ul style="list-style-type: none"> • Demonstrate respect for diversity and contribute to a culturally safe, inclusive and discrimination free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti discrimination and workplace behaviour legislation. • Participate in relevant training or development activities that support cultural safety and inclusive practice.
Work Health and Safety Responsibilities	<ul style="list-style-type: none"> • Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. • Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. • Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. • Complete mandatory and assigned WHS training. • Comply with return-to-work program requirements following injury/illness.

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.