

RESEARCH ASSISTANT, FATTY ACID LABORATORY POSITION DESCRIPTION

Position Title:	Research Assistant, Fatty Acid Laboratory	Position Number: 000	18961	Faculty/Division: Sciences			
Classification:	HEO4	No. Direct Reports & Highest Classified F	Position: nil	School/Branch: AFW			
FTE: 0.6	Reports to: Director, FOODplus Research Centre	Fixed 🖂	Continuing 🗌	Discipline/Unit: FOODplus Research Centre			
Position Summary:	mmary: The School of Agriculture, Food and Wine is one of four schools in the Faculty of Sciences. The school is located at the University the pre-eminent plant and agricultural science research site in the Southern Hemisphere. A number of academic courses are tau school in areas including: agriculture, viticulture and oenology, food and nutrition science, and plant biotechnology. The school reclass concentration of scientific researchers, educators and infrastructure.						
	The Research Assistant contributes to the delivery of a high-quality fatty acid analysis service within the FOODplus Research Centre. The Research Assistant is involved in all aspects of the fatty acid analysis service; undertakes sample preparation, lipid extraction and fatty acid analyses on a range of samples using gas chromatography (GC), assists with the analysis of GC traces and preparation of reports and communicates with external clients to provide advice, update on progress of sample analysis and send out reports. The Research Assistant works closely alongside the Manager of the fatty acid laboratory to ensure adherence to OHS guidelines and high levels of quality control are maintained at all times. The Research Assistant also undertakes routine maintenance of the equipment in the fatty acid laboratory (in particular the GCs) and ensures there are supplies of gases and consumables at all times.						
Position Characteristics:	Scope	research staff a Director, FOOD order of 5000 s Working under Director, FOOD	The fatty acid laboratory/analysis service in the FOODplus Research Centre consists of 3 research staff and a Facility Manager, and operates under the close supervision of the Director, FOODplus Research Centre. The fatty acid analysis service processes in the order of 5000 samples per year, from both internal research projects and external clients. Working under the general direction/supervision of the Fatty Acid Laboratory Manager and Director, FOODplus Research Centre, the Research Assistant undertakes experiments				
		which contribut	which contribute to research projects within the fatty acid laboratory,				
	Significant internal/external relationships		The FOODplus Research Centre is a joint venture between the University of Adelaide and the Women's and Children's Health Research Institute (WCHRI).				
			• The Research Assistant will be required to communicate effectively with both internal and external clients of the fatty acid analysis service.				
	Special conditions	Reasonabl	Reasonable workplace adjustments will be made for people with a disability.				
		Some out of	Some out of hours work may be required.				
			 The applicant may be required to spend some of their time at the Women's and Children's Hospital and Flinders Medical Centre 				
	Delegations	NA	NA				



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Key Responsibilities and Outcomes	1	Consistent delivery of reliable and high-quality data		•	Preparation, extraction and analysis of a range of biological samples for fatty acid composition to a high standard of quality and reliability
	2	Processing of GC data into client reports		•	Preparation of client reports from GC traces, initially under the close supervision of the Facility Manager
	3	Maintenance	of equipment	•	Routine maintenance of equipment associated with the fatty acid analysis service, in particular the Gas Chromatographs
				•	Including monitoring instrument performance, changing gases/columns, minor repairs
	4	Undertake experiments Communication with external and internal clients by email/phone		•	Conduct of experiments under the direction of the Facility Manager/Director of FOODplus
				•	On occasion, this person may be required to undertake small experiments/tests under the supervision/guidance of the Facility Manager/FOODplus Director
	5			•	Maintaining contact with external and internal clients in order to ensure that they are kept up to date with progress of sample analysis (in particular any delays) and delivery of reports.
Criteria	Capabilities and Behaviours Knowledge and Experience		Flexibility and Adaptability	•	Willingly adopts different approaches in order to achieve results
			Relationship Building	•	Actively works to develop and maintain effective working relationships with others. Is approachable and receptive to others.
			Communication	•	Conveys ideas clearly to others, both verbally and in print.
			Achievement Drive	•	Meets deadlines and follows through on commitments. Takes responsibility for own work to achieve quality results.
			Continuous learning	•	Open to learning new skills and ideas and takes part in learning opportunities. Contributes ideas towards continuous improvement of processes and service.
			 Demonstrated knowledge of Good Laboratory Practice, and Occupational Health and Safety Requirements Demonstrated experience with fatty acid analysis by GC is desirable Familiarity with HPLC and MSMS is desirable 		



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Qualifications	BSc or equivalent degree/diploma in biomedical sciences/biochemistry				
Occupational Health, Safety and Welfare Requirements	• All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.				
University Expectations	All staff are expected to:				
	• Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;				
	• Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions;				
	Perform their responsibilities in a manner which reflects and responds to continuous improvement; and				
	Read, understand and comply with all University policies and procedures.				
Approvals:	Head of School / Branch Manager	Director Human Resources			
Head of School / Branch Manager	Name:	Name:			
	Signature:	Signature:			
	Date:	Date:			
Acknowledgement of Incumbent	I have read and understood the requirements of the position				
	Name: (please print) S	ignature: Date:			