

POSITION DESCRIPTION	
NAME:	JOB TITLE: Sydney Brain Bank Research Assistant
PRIMARY JOB PURPOSE:	
The Research Officer will perform research tasks including collecting and receiving human brain and spinal cord specimens, performing dissection and histological staining of specimens and collection of tissue for tissue requests. They will be responsible for maintenance of laboratory stocks, equipment and records.	
REPORTS TO: (Performance reviewed by):	JOBS REPORTING TO THIS POSITION:
Dr Claire Shepherd	None
ACCOUNTABILITIES: Key areas of responsibility	
<ul style="list-style-type: none"> • Conduct laboratory research tasks and experiments including receiving human brain and spinal cord specimens, performing dissection of fresh tissue and slicing of fixed brain specimens and collection of tissue for tissue requests. • Liaise with relevant health practitioners/NSW Health staff to collect paperwork necessary for brain and spinal cord removal at mortuary facility. Perform brain and spinal cord removal and transport tissue back to SBB • Maintain an on-call presence for out-of-hours fresh brain dissections and freezer monitoring. This will require participation in an on-call roster to be available to assist with fresh tissue dissections should they arise and to be one of two staff on a freezer monitoring roster full-time • Paraffin embedding, sectioning and histological staining of specimens • Long-term maintenance and storage of specimens • Provide support and assistance to the SBB Manager to receive tissue request enquiries, ascertain feasibility of enquiries and compliance check applications • Prepare and manage agreements for tissue transfer and other associated documentation • Arrange dispatch of tissue samples by courier to researchers within required timeframes • Carry out laboratory duties including overseeing and monitoring of replacement stock, laboratory equipment maintenance and maintenance of records, reports and correspondence as required • Provide technical and administrative support to the SBB Director, SBB Manager and the research team, and other duties as required 	
CORE COMPETENCIES/REQUIREMENTS/EXPERIENCE:	
<p>Essential criteria</p> <ul style="list-style-type: none"> • A degree or equivalent in a science based discipline • Experience in histological and immunohistochemical techniques • Excellent interpersonal, verbal and written communication skills with ability to exercise discretion and confidentiality • Demonstrated ability to work both independently and as part of a team • Proven ability to show attention to detail and commitment to quality • Ability to accurately plan, execute and document experimental research • Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training • Current driver's licence <p>Desirable criteria</p> <ul style="list-style-type: none"> • Knowledge of neuroanatomy or brain banking • Experience with Filemaker database systems • Knowledge of autopsy procedure 	

OUTCOMES/DELIVERABLES (Measurable Output):

- Brain and spinal cord tissue is collected and processed according to best practice to generate high quality specimens suitable for a variety of research applications
- Specimens are stored, catalogued and maintained appropriately, including monitoring of critical freezer equipment
- Tissue requests are processed and dispatched in a timely manner
- Laboratory stocks and equipment are well maintained and records are kept up-to-date

KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:

- Sydney Brain Bank Director
- Sydney Brain Bank Manager and Research Assistant
- Other Sydney Brain Bank staff and students
- Other NeuRA staff as required (IT, finance, reception)

WHS RESPONSIBILITIES:

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

Responsibilities of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2011
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

Additional responsibilities for supervisors: (PCBU)

- Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions

Signed by employee:

Name:

Signature:

Date: