

## POSITION DESCRIPTION

**Title of position:** Laboratory Technician

**Reporting to:** Trace Laboratory Manager

**Overview:**

The Laboratory Technician uses technical and analytical skills as part of a team providing accurate and reliable analytical services to clients from the food and beverage sectors. These services include analysis of components such as faults or taints, agrochemical residues and quality markers.

**Qualifications:**

A relevant degree in Science, such as BSc, BSc (Hons) or relevant industry experience.

**Essential experience:**

Sufficient experience in previous role(s) to develop an appropriate understanding of chemistry in a relevant area (e.g. food, beverage or pharmaceutical sectors)

**Desirable experience:**

- Experience in the use of LC-MS/MS, GCMS, and/or HPLC
- Knowledge of commercial laboratory practices.

**Principal accountabilities:**

1. Perform analyses of trace residues and components in samples submitted to the Trace Analysis Laboratory. Perform sample preparation and chemical analyses on samples as required. The range of analyses performed will be within the scope of current experience and training. These analyses are to be performed in a timely and efficient manner in accordance with the quality criteria established during method validation and documentation and standard operating procedures.
2. Assist as required with method development and validation of analytical methods for agricultural chemical residues and other contaminants or components in grapes, wine and other food and beverage matrices.
3. Contribute to the maintenance of the NATA ISO17025, GLP recognition and quality systems of Affinity Labs by performing analyses according to agreed quality parameters; performing calibrations and routine maintenance of equipment according to relevant schedules; and complying with instructions as detailed within the quality manual or other related documents.

4. Assist in conducting analytical and administrative tasks required for the routine management of Affinity Labs including entering and checking of results in the Laboratory Information Management System (LIMS) and training new and existing staff in laboratory methods as required.
5. Perform routine calibrations and maintenance of general equipment in Affinity Labs, including, but not limited to pipettes, balances and pH meters.
6. Assist (when required) with small-scale winemaking trials and other non-routine tasks.
7. Assist in the maintenance of adequate supplies of consumables and in the disposal of surplus samples.
8. Contribute to laboratory housekeeping and cleanliness.
9. Undertake other duties as directed by the General Manager – Affinity Labs or the Managing Director – AWRI.
10. Accept that all intellectual property, patents and discovery arising during the course of employment remain the property of the AWRI.
11. Promote the well-being of the AWRI/Affinity Labs by ensuring that all contact with clients, staff or the public is performed in a professional manner.

**Person specification:**

1. Well-developed communication skills, both verbal and written, to facilitate understanding of technical matters by a range of people both internal and external.
2. Strong analytical and problem solving skills.
3. Efficient time management skills.
4. Excellent interpersonal skills to be able to work effectively in a team environment.
5. Initiative and the capacity to self-motivate.

**Workplace health and safety responsibilities:**

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.

5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.