



The Australian Wine
Research Institute

POSITION DESCRIPTION

Title of Position: Laboratory Technician

Reporting to: Team Leader – Analytical Laboratory

Overview:

The Laboratory Technician uses technical and analytical skills as part of a team to provide accurate and reliable analytical services to clients predominantly from the wine industry. These services include export certification for wine and other quality control analyses of wine and grape products.

Qualifications:

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

Experience:

Sufficient experience in previous role(s) to develop an appropriate understanding of wine chemistry.

Principal Accountabilities:

1. Perform sample preparation and chemical analyses on wine and grape 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.
2. Contribute to the maintenance of formal accreditations and quality of the Commercial Services Laboratory 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.
3. Assist in conducting analytical and administrative tasks required for the routine management of the Commercial Services Laboratory including entering and checking of results in the Laboratory Information Management System (LIMS) and training new and existing staff in laboratory methods as required.
4. Perform routine calibrations and maintenance of general equipment in the Commercial Services Laboratory, including, but not limited to pipettes, balances and pH meters.
5. Assist (when required) with small-scale winemaking trials and other non-routine tasks.
6. Assist in the maintenance of adequate supplies of consumables and in the disposal of surplus samples.
7. Contribute to laboratory housekeeping and cleanliness.

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8. Undertake other duties as directed by the Group Manager – Commercial Services or the Managing Director.
9. Accept that all intellectual property, patents and discovery arising during the course of employment at the AWRI remain the property of the AWRI.
10. Promote the well-being of the AWRI 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 to AWRI.
2. Efficient time management skills.
3. Excellent interpersonal skills to be able to work effectively in a team environment.
4. 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.