



The Australian Wine  
Research Institute

## POSITION DESCRIPTION

**Title of Position:** Project Technician

**Reporting to:** Senior Scientist

### Overview:

The Project Technician is responsible for planning and delivering project activities to defined timeframes and budgets and using technical and analytical skills to provide accurate and reliable data for the Commercial Services project team..

### Qualifications:

A Bachelor degree or equivalent in Chemistry or other relevant discipline.

### Experience:

Practical experience in a research or laboratory environment with analytical instrumentation is essential. Experience in writing technical reports is desirable, as is experience with, or knowledge of, analytical techniques including gas chromatography (GC), liquid chromatography (LC), mass spectroscopy (MS) and ultra-violet-visible (UV-Vis) spectroscopy.

### Principal Accountabilities:

1. Take daily responsibility for project planning, execution, reporting and management of activities for projects.
2. Coordinate project workload and resources to meet project timelines and deliverables according to project budgets.
3. Provide method development, validation and implementation support for analytical methods as required by the project team and analytical laboratories within the Commercial Services Group.
4. In collaboration with the Senior Scientist, prepare quotations, tenders and grant applications.
5. Assist (when required) with small-scale winemaking trials and other non-routine tasks.
6. Contribute to the maintenance of the NATA accreditation and quality of the Analytical Service Laboratory by ensuring that analyses are performed according to agreed quality parameters, perform calibration of equipment according to schedule and comply with instructions detailed in

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the quality manual or other related documents.

7. Conduct routine maintenance of instruments when required.
8. Contribute to the laboratory housekeeping and cleanliness.
9. Undertake other duties as directed by the Senior Scientist, the Group Manager – Commercial Services or the Managing Director.
10. Accept that all intellectual property, patents and discovery arising during the course of employment at the AWRI remains the property of the AWRI.
11. Promote the general wellbeing of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional and confidential manner.

**Person Specification:**

1. Ability to work and communicate successfully within a multi-disciplinary environment and across research and industry groups.
2. Ability to maintain effective working relationships and contribute positively in a team environment.
3. Superior oral and written communication skills.
4. Proactive mindset, with ability to prioritise tasks and manage challenging workloads with competing priorities.

**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 Senior Scientist/Group Manager.