



Position Description

Title of Position: Graduate Laboratory Technician

Reporting to: Trace Analysis Laboratory Manager

Overview:

The Trainee Laboratory Technician is an **entry level position** that uses technical and analytical skills as part of a team to provide an accurate and reliable analytical service to clients predominantly from the wine industry. These services are to ensure that grape and wine products meet Australian and international limits for agrochemical residues and to measure other wine or grape components as part of the investigation into various faults, taints or quality parameters.

Qualifications:

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

Experience:

Sufficient experience in laboratory work from their science degree or previous role(s) to develop an appropriate understanding of chemistry.

Principal Accountabilities:

1. Perform analyses of trace residues and components in samples submitted to the Trace Analysis Laboratories. Perform sample preparation, chemical and microbiological 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. Contribute to the maintenance of the NATA ISO17025, GLP recognition and quality systems of the Commercial Services Laboratory by performing analyses according to agreed quality parameters; performing calibrations and 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 Affinity Labs laboratories including entering and checking of results in LIMS and training of new and existing staff in laboratory procedures as required.
4. Perform routine calibrations, maintenance, repairs and troubleshooting of general equipment in the Commercial Services Laboratories as required.
5. Assist as required in drafting and review of relevant risk assessments and standard operating procedures.
6. Assist in the maintenance of adequate supplies of consumables and in the disposal of surplus samples.
7. Contribute to the laboratory housekeeping and cleanliness.
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 remains the property of the AWRI.
10. Promote the general well being 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. 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.