

Job Description Form (JDF)

Position details

Position title: Laboratory Technician

Position number: 70191455 / 70191461 / 70191588

Classification: Level 2

Physical location: Perth Metropolitan Area

Award: PSA 1992

Agreement: PSCSAA 2021

Pillar: Sustainability and Biosecurity

Directorate: Biosecurity

Branch: DPIRD Diagnostic Laboratory Services

Reporting relationships

Reports to: Various

This Position

Direct reports: Nil

Role summary

As directed, provides unsupervised routine and general assistance to senior officers in laboratory, diagnostics and/or certification activities. Undertakes a range of simple and routine laboratory tasks using established procedures and/or techniques.

Performs laboratory, diagnostics and/or certification activities in the processing, diagnosis, testing, identification and reporting of animal and/or plant diseases and/or pests; including surveillance for emergency diseases, emerging diseases and pests, residue incidents and endemic disease and/or pest testing and/or identification.

In the DPIRD Diagnostics and Laboratory Services (DDLs) Branch Laboratory Technicians are utilised to support disciplines such as animal and plant pathology, microbiology, entomology, seed testing and/or certification.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Technical Support

- Provides assistance in laboratory experiments by carrying out routine laboratory, diagnostics and/or certification tasks.
- Records, tabulates, and checks routine research and surveys.
- Follows procedures and prepares routine samples for routine laboratory quality testing and accurately records results.
- Assists with the collation and routine analysis of research and survey data.
- Undertakes routine maintenance of laboratory equipment used in research projects.
- Operates and maintains machinery and assists maintenance of experimental equipment.
- Prepares workspaces, chemicals, and resources (equipment and materials as directed; and undertakes basic diagnostic testing in compliance with approved laboratory practices and guidelines.

- Ensures laboratory resources are used appropriately and assists with stock-takes and ordering.

Communication and Liaison

- Maintains networks with officers in own project/operation/location and develops relationships across projects / operations/ locations.
- Supports communication and industry development activities by assisting with presentations on the application of established technical practices.
- Arranges meetings, field days and demonstrations as required.
- Attends to customer enquiries on routine technical enquiries.
- Attends to customer grievances on routine technical enquiries according to policy and procedure, and escalates more complex matters.
- Liaises with other laboratory staff regarding organisation and operation of laboratory activities as directed.

General

- Assists with the supervision and training of lower level and casual technical staff as required.
- Participates in the implementation and evaluation of procedures and operations.
- Under direction, works with pesticides and other hazardous substances in accordance with standard safety procedures and guidelines.
- Undertakes emergency response duties as required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

1. Knowledge of laboratory techniques, scientific methods and analytical procedures.
2. Some experience providing technical support to laboratory, research or certification programs relating to animal (terrestrial/aquatic) and/or plant diseases and/or pests.

Core capabilities

3. *Build effective relationships:* Demonstrated sound written, verbal and interpersonal communication skills, including the ability to liaise internal stakeholders and the ability to document processes and prepare reports.
4. *Challenge for innovation:* Ability to contribute to the development of plans and methods and innovative solutions to problems.
5. *Think strategically:* Ability to apply conceptual, analytical and problem solving skills to resolve identified issues.
6. *Deliver in a changing environment:* Demonstrated time management skills including the ability to prioritise work and meet deadlines within agreed timeframes
7. *Lead and empower others:* Ability to work collaboratively within a team environment to achieve stated goals.

Desirable criteria

1. Bachelor degree in relevant discipline or equivalent relevant experience.

Special requirements

- Certificate in a relevant discipline with some experience or a considerable level of relevant experience.
- A current and valid Western Australian C (car) class driver's licence, or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- An acceptable National Police Certificate (police clearance) is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- Occasional travel to and from metropolitan and regional offices may be required.
- The contract of employment specifies terms and conditions relating to this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

Delegated authority

Endorsed by:	Heather Brayford
Position title:	Deputy Director General, Sustainability and Biosecurity
Endorsement Date:	20 June 2022