



## Job Description

<b>Position Title</b>	<b>Technician - Asbestos Unit</b>
<b>Level of Practice</b>	<b>Competent</b>
<b>Reports to</b>	<b>Section Manager</b>
<b>Organisation</b>	<b>Hill Laboratories</b>

### Job Brief:

Hill Laboratories provides an analytical service as part of its core business. This analytical service contributes to decision making by clients and ongoing technology/development. Hill Laboratories will provide an excellent analytical service based on quality of results and efficiency of operation.

### Purpose of Position

To process the routine day-to day laboratory samples to ensure the efficient delivery of a quality analytical service within agreed targets. Specifically, to carry out the preparation of asbestos and other samples following the standard chemical laboratory methods and procedures.

To support the core purpose of this position, the incumbent is required to follow ISO 17025 quality requirements, to undertake routine laboratory tasks to a high standard at all times, while following all health and safety guidelines. To ensure compliance to all regulatory requirements.

### Hill Laboratories

#### Our Purpose

Hill Laboratories is recognised by customers as being a leading provider of commercial analytical services to a wide variety of customers in New Zealand and overseas. In a nutshell, Hill Laboratories uses science and technology to provide excellent solutions for our customers.

#### Our Values:

- **We value people and enjoy our work**
  - People are the key to our success. Working as a team, we will communicate and collaborate and treat each other fairly and with respect. It is important that we enjoy our work, understand why our role is important, have the opportunity to learn and innovate and have me for our families and interests.
- **Honesty and integrity**
  - We deliver on our promises to our customers, our staff, and our shareholders. We confront issues with courage, choosing to be open and honest in all our dealings.
- **Innovation and Agility**
  - In all areas of our business we work hard to find new and better ways to do things – We love recognising an opportunity, and being agile enough to respond to it quickly
- **Accountable and Disciplined**
  - We will be disciplined in the way we work and will be accountable for our actions.

## Technician Competencies and Levels of Practice

Hill Laboratories provides a Technician Career Pathway progression that clearly defines the requirements and competencies required at four levels of practice. The pathway allows the incumbent to have achievable targets to gain progression through the Technical Career Pathway programme.

The current 'technician' competency matrix is documented in KB Item 29438. The matrix has three defined themes relevant to the technician role:

- **Operational** (which encompasses):
  - Advanced technical skills and knowledge (asbestos trained)
  - Workload management
  - Training others
  - Policies and guideline management
  - LabSys (Laboratory Information Management) requirements
  - Continuous improvement and Operational excellence experience
- **Behavioural** (which encompasses):
  - Communication skills
  - Role modelling
  - Developing New Ideas and Change Management
  - Managing unpredictable situations
  - Developing positive working relationships/team player
- **Educational**
  - Qualifications and other education; laboratory experience

Level of practice summary	
<b>Level of Practice - Competent</b>	<ul style="list-style-type: none"><li>• Confidence grows in learned tasks and familiarity, begins questioning ideas and principals &amp; offering opinions</li><li>• Familiar with quality requirements and their practical use</li><li>• Seeks further responsibility and starts taking initiative</li><li>• Developing into regular basic trainer (to entry levellers) &amp; influences entry level staff</li><li>• Evidenced ability to problem solve</li><li>• Ability to multi task starts to develop with little or no supervision required</li><li>• A positive team member, working towards guiding and influencing others, with established relationships inside team</li><li>• Capable with Lab Sys/LIMS</li><li>• The ideal candidate will have a tertiary qualification in science (BSc, Diploma or similar) and / or at least 3 years industry experience as a fully trained Asbestos Technician.</li></ul>

## Important Relationships

### Internal

- Line Manager
- Technical Manager
- Other laboratory staff
- Laboratory staff in other Hill Laboratories locations
- Support staff at Hill Laboratories

### External

- Customers

## Key Accountabilities

Accountability	Deliverables/Outcomes
<b>Operational</b>	<ul style="list-style-type: none"> <li>Preparation and analysis of air filter samples, bulk material samples and soil samples for asbestos fibres.</li> <li>Awareness of chemical testing quality requirements</li> <li>To carry out the preparation of samples following the standard methods and procedures.</li> <li>Awareness of quality requirements</li> <li>Follow daily tasks as organised in accordance with the relevant operational plan and approved by the team leader and to do any other laboratory related task in the business as requested by the Section manager or Team Leader.</li> </ul>
<b>Professional Responsibilities</b>	<ul style="list-style-type: none"> <li>Forms relationships inside core team</li> <li>Positive team member, receptive to new ideas</li> <li>Maintains open channels of communication</li> <li>Conducts self in a professional and polite manner</li> </ul>
<b>Quality Management and Broader Organisational Goals</b>	<ul style="list-style-type: none"> <li>Follow ISO 17025 laboratory accreditation principles</li> <li>Maintain and calibrate laboratory measurement equipment</li> <li>Participation in initiatives which support the Hill Laboratories continuous improvement ethos</li> <li>Understand and adhere to Hill Laboratories quality systems and processes as they relate to this role</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>Participate in regular and six monthly performance reviews with your direct line manager</li> <li>Actively participate in the assessment and implementation of work related learning and development requirements</li> <li>Keep up-to-date with laboratory practices</li> <li>Meet training requirements of role</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Take responsibility for personal compliance with Health &amp; Safety policies and procedures. Ensure personal safety and the safety of co-workers while at work.</li> <li>Identify, take appropriate action and promptly report any health and safety and/or security incidents.</li> <li>Accurately report and record workplace incidents and injuries.</li> <li>Report equipment malfunction and facility issues to the appropriate Manager</li> </ul>

### Key Performance Measures:

1. Work is completed in agreed time frames and to accepted Quality and Health & Safety standards.
2. Agreed team goals are met.
3. Personal Development goals are met.
4. Practice company values and expected behaviours.

## Signed

**Approved by:**

*(on behalf of Hill Laboratories)*

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**Position:**

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**Signature:**

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**Date:**

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**Agreed To By:**

*(Employee name)*

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**Signature:**

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**Date:**

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