

SEASONAL LABORATORY TECHNICIAN

Job Description

Purpose of Position:

To undertake day to day processing of kiwifruit maturity samples whilst maintaining quality, H&S and productivity standards.

Functional Relationships:

| | |
|---------------------------------|--|
| Reports to: | Laboratory Team Leader / Laboratory Operations Manager |
| Reporting staff: | None |
| Liaise with: | Senior Laboratory Technicians, H&S Advisor, Quality Team, any other Hills Laboratories staff |
| In absence of incumbent: | Senior Laboratory Technicians |
| Financial Authorities: | None |

About Hill Laboratories:

We are recognised by our Clients as being a leading provider of commercial analytical services to a wide variety of Clients and Industries within the domestic and international markets, and we continuously strive to use the latest technologies available to supply the most accurate and reliable results.

Our Vision:

We are a lab of choice because we are reliable, trusted and respected. We are the recognised experts in our field and we make it easy for our Customers to work with us.

Our Values (PIHA):

People are valued and we enjoy our work

Innovation and Agility

Honesty and Integrity

Accountability and Discipline

Our Reason for Being

We make a difference for our customers by helping them increase their productivity, ensure safety, minimise environmental impact, meet regulatory requirements and support their communities' well-being

| Accountability | Deliverables / Outcomes |
|--|---|
| Operational | <ul style="list-style-type: none"> • Carry out routine maturity testing on samples that may include: <ul style="list-style-type: none"> ◦ sample reception ◦ sample preparation ◦ weight ◦ firmness ◦ colour ◦ dry matter ◦ brix ◦ seeds ◦ fruit disposal ◦ cleaning • Technicians must be able to lift and carry kiwifruit samples weighing 8-15 kgs to their workstations • Perform necessary calibrations as required and where trained to do so • Perform basic troubleshooting under supervision • Ensure that quality processes and systems are followed, and undertaken accurately • Ensure that data is accurately recorded • Display a high level of attention to detail • Ensure that non-compliance is reported • Ensure that good laboratory practices are maintained at all times • Works in a productive manner seeking to achieve personal and team targets whilst ensuring that quality is always a key focus • Ensures that all quality issues are reported to their supervisor, recognising the importance of quality and the impact if quality is not maintained • Flexible with hours of work, recognising that this work is seasonal and has peaks and troughs throughout the season • Willing to work additional hours as required • All technicians are required to have their own operational cell phone for receiving text messages • Undertake any other duties and responsibilities once reasonably skilled and trained to do so |
| Team Work / Relationship Building | <ul style="list-style-type: none"> • Has a “can do” positive working relationship • Willing to assist others • Develop positive working relationships • Support proactive participation with initiatives |
| Health and Safety | <ul style="list-style-type: none"> • Take responsibility for personal compliance with Health and Safety Legislation, Regulations, Policies and Procedures, and ensure the safety and wellbeing of those within the work environment (including external contractors, visitors and volunteers) |
| Continuous Improvement | <ul style="list-style-type: none"> • Make recommendations to your supervisor with any opportunities you see that may improve existing processes |

Educational and experience competencies required:

1. Basic computer skills - comfortable with the use of computers, quick to learn systems relevant to the role
2. A good level of English
3. Laboratory experience is not required, training will be provided

Key Performance Measures:

1. All work is undertaken and completed as per required team timeframes and targets.
2. Quality and H&S standards are maintained
3. Consistent demonstration of company values.

Behavioural competencies required:

1. **Honesty and Integrity** – Deliver on promises made to customers, shareholders and staff of Hill Laboratories. Is open and honest in all aspects of work and can confront any issues with courage.
2. **Process orientation with an attention to detail** – Has a good attention to detail.
3. **Communication** – is an effective communicator with peers, and those in more senior roles in the organisation
4. **Reliably delivers on results** – Has a personal aspiration to meet and exceed the targets set.
5. **Quality focus** – is determined to deliver outcomes that are of consistently high quality.
6. **High Personal Work standards** – Sets high personal work standards and works to achieve them because of internal motivation.
7. **Technical Ability** – Quickly develops an understanding of the technical procedures
8. **Is a role model of positive behaviours and values** – lives the values of Hill Laboratories, leading others by example. Will 'roll their sleeves up' and help others out when needed.
9. **Team Focus** – offers help/support to other team members when required. Treats others inside & outside the organisation with dignity & respect.
10. **Customer focus** – is passionately committed to delivering outcomes for customers

Signed

Approved by:

(line manager name)

Position:

Signature:

Date:

Agreed To By:

(employee name)

Signature

Date:

<End>