

## Entry Level Laboratory Technician Job Description

### Purpose of Position:

Undertaking the day to day processing of laboratory samples and ensuring the efficient delivery of quality analytical services within agreed targets.

### Functional Relationships:

<b>Reports to:</b>	Team Leader / Section Manager
<b>Reporting Staff:</b>	None
<b>Liaising with:</b>	All Hill Laboratories staff including Operations, Commercial, Finance, HR, IT, Procurement, Facilities Clients, Suppliers and Contractors International Accreditation New Zealand (IANZ) and external auditors Ministry of Primary Industries (MPI) Key Stakeholders
<b>Financial Authorities:</b>	None

### About Hill Laboratories:

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

### Our Vision:

We are the 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
<b>Technical / Operational</b>	<ul style="list-style-type: none"> <li>• Perform basic and routine tasks while under supervision</li> <li>• Perform calibration and maintenance as required</li> <li>• Perform basic troubleshooting under supervision</li> <li>• Assist other Technicians as required</li> <li>• Ensure that quality processes and systems are followed, and undertaken accurately</li> <li>• Ensure that data is accurately recorded</li> <li>• Display a high level of attention to detail</li> <li>• Ensure that non-compliance is reported</li> <li>• Ensure that good laboratory practices are maintained at all times</li> <li>• Undertake any other duties and responsibilities once reasonably skilled and trained to do so</li> </ul>
<b>Quality Management and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Adhere to quality standards and principles at all times</li> <li>• Participate constructively in laboratory quality system reviews and continuous improvement initiatives as required</li> <li>• Adhere to Hill Laboratories' Environmental Management Policy</li> </ul>
<b>Team Work / Relationship Building</b>	<ul style="list-style-type: none"> <li>• Develop positive working relationships</li> <li>• Support proactive participation with initiatives</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• 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)</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Actively participate in ongoing and periodic performance reviews</li> <li>• Actively and constructively participate in work related learning and development opportunities</li> <li>• Maintain an up to date knowledge of laboratory practices</li> </ul>

**Education and Experience required:**

1. Science related qualification - desirable.
2. Previous relevant experience in a laboratory - desirable.

**Key Performance Measures:**

1. All work shall be undertaken and completed as per required team timeframes and targets.
2. All personal development goals shall be met.
3. Consistent demonstration of company values.

**Behavioural competencies required:**

1. **Is a role model of positive behaviours and values** – Live the values of Hill Laboratories and lead others by example. Help out as needed by ‘rolling their sleeves up’.
2. **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.
3. **Process orientation with an attention to detail** – Assist and support to develop and document processes for work being undertaken. Display a good attention to detail.
4. **Analytical** – Summarise data in a manner that provides a readily understood summary of the facts, and guide conclusions that are balanced and objective.
5. **Communication and Interaction** – Ensure effective communication with staff, peers, and those in more senior roles in the organisation allowing the opportunity to build rapport where required. Take time to understand the audience and possible barriers to communication. Ask questions effectively to check correct understanding. Listen actively to understand others’ points of view and give others an opportunity to express their views. Think about the impact of one’s own emotions, behaviours and attitude on others. Convey both positive and negative feedback in a constructive manner. Recognise areas in which communication is required, and be proactive in addressing these communication needs.
6. **Reliably delivers on results** – Demonstrate time management and organisational ability to ensure that agreed outcomes are delivered in an orderly and reliable way. Has a personal aspiration to meet and exceed set targets. Identify when problems arise and find solutions while not allowing workload pressure to affect behaviours.
7. **Quality Focus** – Deliver outcomes that are of consistently high quality. Approach quality issues in an objective manner, find/suggest solutions that will deal with issues in the long term.
8. **Improvement Focus** – Proactive in finding solutions to problems, and ways to improve processes that will increase efficiency or improve outcomes for staff and customers.
9. **Priority Setting** – Maintain a clear sense of priorities and a vision of the larger picture.
10. **Decisiveness** – Consider all relevant information, and make decisions and/or take actions to solve problems.
11. **Team Focus** – Offer help/support to other team members as required. Treat others inside and outside the organisation with dignity and respect.
12. **Customer Focus** – Commit to delivering the outcomes that have been agreed for customers, and respect the confidentiality of business matters and client information.
13. **High Personal Work standards** – Set high personal work standards with internal motivation to ensure they are achieved effectively.

## Signed

**Approved by:**

*(line manager name)*

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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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