

SEASONAL SAMPLE COLLECTOR POSITION DESCRIPTION

Purpose of Position:

To undertake scheduled collection of kiwifruit samples in client orchards and ensure the efficient delivery of field service work within agreed targets.

Functional Relationships:

Reports to:	Team Leaders / Field Operations Manager
Reporting staff:	None
Liaise with:	All Hill Laboratories staff including Operations, Commercial, Finance, HR, IT, Health & Safety, Clients, Suppliers and Contractors
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	- Perform required tasks of collecting kiwifruit samples for maturity and residue testing without supervision, this may be alone or working alongside other sample collectors - Meet the collection of target sample numbers within the set timeframe and ensure that these are delivered to the collection points within the set time frame - Understand and follow instructions on the set collection method, including reading and understanding geographical maps. - Assist other Sample Collectors as required - 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 all biosecurity requirements from KVH, clients or the business are met • Actively participate in any quality, H&S or productivity audits as required • Able to work flexible and sometimes long hours to meet seasonal peak requirements • Undertake any other duties and responsibilities once reasonably skilled and trained to do so
Personal Development	• Actively participate in reviews of performance relating to productivity, safety and quality • Actively and constructively participate in work related learning and opportunities
Health and Safety	• 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). • Actively seek to identify and report hazards on client orchards during pre sampling checks and whilst collecting samples • Adhere to all H&S requirements conveyed during training or specific requirements received with job sheet • Ensure that you apply the stop sampling procedure in a consistent manner and cease sampling where you identify any orchard or blocks that are deemed unsafe to sample • Ensure Cars and all other equipment is safe, fit for purpose and used in a safe manner
Quality Management and Continuous Improvement	• Adhere to quality standards and principles at all times • Participate constructively in quality system reviews and continuous improvement initiatives as required • Adhere to Hill Laboratories' Environmental Management Policy

Educational and experience competencies required:

1. Previous relevant experience - desirable
2. Good familiarity with kiwifruit orchards - desirable
3. Good level of numeracy
4. Full Class 1 drivers license
5. Competent in the use of smartphones, tablets, apps and other technology
6. An excellent level of fitness

Key Performance Measures:

1. All work shall be undertaken and completed as per required team timeframes and targets.
2. All work shall be completed whilst meeting or exceeding H&S and quality requirements
3. All personal development goals shall be met.
4. Consistent demonstration of company values.

Behavioural competencies required:

1. **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 teams out when needed. Has a positive influence on the culture of the team and on the organisation as a whole.
2. **Honesty and Integrity** – while this is a value of the organisation, this role requires particular diligence for the incumbent representing the company on the road and in client orchards.
3. **Process orientation with an attention to detail** – has a natural inclination to be process driven for work being undertaken. Has a good attention to detail.
4. **Communication & Interaction** – is an effective communicator with clients and their representatives, peers, and those in more senior roles in the organisation (including Directors). Takes time to understand the audience and possible barriers to communication. Builds rapport. Asks questions effectively to check correct understanding. Listens actively and tries to understand others' points of view & gives others an opportunity to express their views. Thinks about the impact of one's own emotions, behaviours and attitude on others.
5. **Reliably delivers on results** – has the 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 the targets set. Deals well with problems, finding solutions while not allowing stress or pressure to affect behaviours.
6. **Quality focus** – is determined to deliver outcomes that are of consistently high quality. Approaches quality issues in an objective manner, finding solutions that will deal with issues in the long term.
7. **Improvement focus** – is proactive in finding solutions to problems, and ways to improve processes that will increase efficiency or improve outcomes for staff and customers.
8. **Priority setting** – Maintains a clear sense of priorities and a vision of the larger picture.
9. **Decisiveness** – After considering all relevant information, makes decisions or takes actions to solve problems
10. **High Personal Work standards** – Sets high personal work standards and works to achieve them because of internal motivation.
11. **Customer focus** – is passionately committed to delivering outcomes for customers and has the personality to win their confidence and respect. Respects confidentiality of business matters and client information.
12. **Works well independently** - able to complete tasks alone but also a team player

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