

POSITION DESCRIPTION

Job Title: GC- MS Lab Technician

Department: VLS – Post Harvest

Location: VLS Te Puke

Reports to: Laboratory Technical Manager

ROLE OBJECTIVE

Primarily involved with sample management and analysis of ethylene samples on gas chromatograph and mass spectrophotometer instrumentation.

To carry out research or project work requiring analysis, interpretation, developing new methods and improvement of current standard operating procedures where applicable and as required.

Additional laboratory assistance as required.

KEY RESPONSIBILITY: Technical

DUTIES

- Technical responsibility of operation and reporting of the Gas Chromatograph/MS instrument
- Calibration of test equipment and perform or organise routine performance check /maintenance as required
- Assist in the development, validation and implementation of new test methods in a timely manner and within resources available and as per business need
- Carry out laboratory proficiency programmes as required
- Operational knowledge and use of Laboratory Information Systems and Database
- Contribute to improvement ideas across the lab programme, operations and database
- Provide technical support to staff and clients
- Maintain and set quality systems for proficiency requirements
- Ensure laboratory IANZ accreditation and Quality control systems meet requirements
- Review and update methods, procedures and documents
- Process laboratory tests, produce and communicate results
- Available to work outside of standard working hours when required
- Any other duties the employer may reasonably require

KEY MEASURABLES

- Testing is carried out in an accurate and timely manner
- Quality and technical specifications meet standards expected
- Ability to deliver high quality, accurate work under pressure
- Management of documentation is up to date and within required timeframes

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- IANZ accredited Key Technical Person (KTP)
- Software/Technology: Microsoft Office - Advanced Excel, Chromeleon experience preferred but not required, LIMS database management experience
- Data Analysis: Experience extracting useful information and translating it into actionable objectives.
- Software/Technology: Previous experience using database software and other computer based technology
- Reporting: Experience producing accurate reports to set criteria
- Previous experience and strong technical capability using gas chromatography and mass spectroscopy instrumentation. Pesticide residue testing and technical knowledge in LC-MS applications and techniques would be advantageous but not essential.
- Role specific knowledge: 3 – 5 years' experience in a similar role, this role requires highly relevant experience in a specific area of work
- Experience working within horticulture or primary industry preferred but not essential
- Qualifications: Requires a general degree with the scholastic skills to analyse, evaluate and interpret information

PERSONAL ATTRIBUTES

- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people
- Self-motivated/Self-managed/Self-starter: Has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic
- Analytical and conceptual thinking: Able to analyse and synthesise experience, observations and information to evaluate options and identify patterns and future possibilities
- Flexible/Adaptive/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change
- Team player: Able to work effectively with others to achieve an optimal outcome.
- Strong written communication skills: Able to express in a written form the key information in a succinct and professional manner
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business
- Decision Making: Ability to make sound, informed decisions quickly and to take ownership of these decisions and their outcomes.
- Professional with a high degree of confidentiality and maturity with clients and employees

SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

Employee (name)

_____ Date:

Signed in agreement by the employee

Seeka Representative (name)

_____ Date:

Signed on behalf of Seeka Limited