

# Position description

## Laboratory Technician

Division:	<b>Infrastructure &amp; Engineering Services</b>
Department:	<b>Water Management &amp; Treatment (WMAT)</b>
Reports to:	<b>Coordinator Scientific Services</b>
Number of direct reports:	<b>Nil</b>
Location:	<b>Bootawa Laboratory</b>
Grade:	<b>7</b>
Employment status:	<b>Permanent</b>
Hours of work:	<b>35</b>
Date approved:	<b>September 2020</b>

### Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Position Overview

This position sits within the Water Management and Treatment (WMAT) department of Infrastructure & Engineering Services Division and is responsible to perform sampling, microbiological and chemical analysis to meet the needs of MidCoast Council and external customers.

### Key Accountabilities & Duties

- Provide a range of sampling, microbiological and chemical analytical services as required.
- Perform laboratory administration functions.
- Responsible for maintenance and calibration of equipment used.

- Provide input into the maintenance and continuous improvement of the quality system in the laboratory to meet changing NATA requirements.
- Provide sampling of drinking and environmental waters as per water industry best practice, including field measurements and documentation.
- Provide relief for other functions in the laboratory as required.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

### Selection Criteria

1. Certificate IV in Laboratory Techniques with relevant laboratory experience or equivalent knowledge and skills acquired through extensive experience in a laboratory setting
2. Ability to independently carry out field-based water sampling and testing
3. Understanding of:
  - a. Chemical or microbiological analysis
  - b. Laboratory and field instrumentation
  - c. Laboratory and sampling techniques
  - d. NATA accreditation requirements
  - e. Laboratory Information Management Systems (LIMS)
4. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
5. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
6. Current Class C Drivers Licence





### Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

## Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	<b>Deliver Results</b>	<b>Adept</b>
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Foundational

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Name:

Employee's Signature:

Date:

## HR USE ONLY

Is a Working with Children Check required for this position?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is a criminal record check required for this position?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>