

Department of State Growth

Statement of Duties

Position Title:	Senior Laboratory Technician
Position number:	421018
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream Band 5
Division/branch/section:	Mineral Resources Tasmania / Scientific Services
Location:	Core Library - Mornington
Employment status:	Flexible
Supervisor:	Core Library Manager

Position Objective

The Senior Laboratory Technician is responsible for the coordination and day to day operation of the geoscientific laboratory facilities at Mineral Resources Tasmania, and provides high level, client focused, technical advice and support to both internal and external clients in mineralogical, petrological and related areas.

Major Duties

- Coordinate the day to day operation of the geoscientific laboratory including the performance of and supervision of analytical testing, maintenance of adequate supplies of testing consumables, chemicals and reagents, and integrity of analytical results by undertaking the quality assurance and quality control of data.
- Provide high level technical advice and support to internal and external clients on the suitability of samples for analysis, analytical techniques and analytical results for the geoscientific laboratories.
- Provide physical and chemical analysis of minerals, rocks and other suitable materials (including clay, dust, drill core and samples) using x-ray diffraction (XRD), X-ray fluorescence (XRF), and elemental analyser (for C&S) and physical properties testing for engineering geology and geophysical studies, with a high level of accuracy and repeatability.
- Coordinate and participate in the development and implementation of laboratory policies and procedures, including the Laboratory Operational and Management Plan, Standard Operating Procedures (SOPs), and hazard materials procedures, and contribute to a safe working environment as a member of MRT's Work Health and Safety Committee.
- Prepare reports on analytical results for both internal and external clients.
- Determine the nature and mineralogy of various materials, including the identification of asbestos.

- Assist in cataloguing and curating specimens and samples and the maintenance of computer databases.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

Consistent with the overall strategic direction and objectives of Mineral Resources Tasmania, the occupant will exercise judgement in the setting of priorities, the selection of appropriate analytical techniques, and accurate interpretation and reporting of results with input and oversight from the Senior Geologist (Mineralogy/petrology) and Manager Geological Survey.

The occupant will report to the Core Library Manager as a member of the Scientific Services Branch. The occupant will make decisions about the day to day operation of the laboratory facility and will be required to provide instruction and guidance to Core Library technical staff in the laboratory from time to time.

The occupant will ensure a safe working environment by complying with relevant Occupational Health and Safety Legislation and participate as a member of the Mineral Resources Tasmania Work Health Safety (WHS) Committee.

Selection Criteria (Knowledge and Skills):

The Department of State Growth insists on a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

Unless stipulated, all selection criteria are to be weighted equally.

1. Demonstrated ability to efficiently and effectively manage physical, human and financial resources in a technical setting, in order to deliver a program of work that meets organisational requirements.
2. Specialised technical knowledge and experience in the preparation of samples for XRF analysis and routine XRF operation, and proven skills in the operation of an XRD and interpretation of diffractograms, Asbestos identification, mechanical testing of soil samples and mineral separation.
3. Extensive knowledge and the proven ability to use computer software for instrumental analysis and report preparation.
4. High level communication and interpersonal skills with the proven ability to interpret and explain complex operational procedures, provide advice, effectively liaise and negotiate outcomes with internal and external clients, senior staff, stakeholders and members of the public.
5. Proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames by displaying sound judgement and initiative to complete tasks, solve problems, provide solutions and improve operational effectiveness.

6. Proven ability to provide guidance and instruction to technical staff to foster a harmonious team environment, and work effectively as member of a team.

Position Requirements

Pre-employment

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.

- Nil

Essential

Evidence of the following must be provided prior to appointment to this role:

- A Diploma in Applied Science, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational educational organisation or registered and accredited training provider.

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

Desirable

- Ability to operate PC1710 for Windows, PDXL-2 for XRD, Bruker proprietary software for XRD, X40 and Microsoft Excel, Word and Access packages.

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [Department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

State Growth aims to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We value diversity and promote an inclusive workplace, recognising individuals for their unique characteristics, background, experiences, knowledge, skills, values and perspectives.

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at [State Service Management Office \(www.dpac.tas.gov.au/divisions/ssmo\)](http://www.dpac.tas.gov.au/divisions/ssmo)
