

# Department of Natural Resources and Environment Tasmania

## Statement of Duties

<b>Position title</b>	Technical Officer
<b>Position number</b>	708083
<b>Division/Business Unit/Branch</b>	Primary Industries & Water/ Biosecurity Tasmania/ Animal Health Laboratory
<b>Award/Agreement</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream, Band 4
<b>Position Status</b>	Permanent
<b>Full Time Equivalent (FTE)</b>	1.0 FTE (minimum 0.80 FTE, by negotiation)
<b>Ordinary hours per week</b>	36.75 hours (minimum 29.40 hours, by negotiation)
<b>Location</b>	Mt Pleasant
<b>Reports to</b>	Medical Scientist

### Position Purpose

Provide a high-quality necropsy service for aquatic species and high-level histological service for the diagnosis and research of animal diseases in a NATA (National Association of Testing Authorities) accredited laboratory, under ISO 17025

The Animal Health Laboratory (AHL), operated by the Tasmanian government, is Tasmania's only veterinary diagnostic laboratory and a key component of the state's biosecurity services.

### Major Duties

- Examination and necropsy of finfish, crustaceans and shellfish. Dissect, collect and prepare samples for histopathology, microbiology, virology, molecular biology and clinical chemistry.
- Histology services including, tissue cut up (for both aquatic and terrestrial samples), embedding, microtomy and slide staining.
- Accurately record sample identification, test procedure and test results of specimens submitted for examination and maintain laboratory documentation both hard-copy and computer based.
- Record and monitor equipment performance and monitor the quality and quantity of consumable stocks to ensure reliability of supply in the laboratory.
- Maintain relevant equipment and supplies at the histology laboratory within the Animal Health Laboratory

- Prepare laboratory reagents and materials and undertake routine technical duties within the AHL.
- Participate in ensuring that quality system protocols are met, to satisfy (NATA) accreditation and support the laboratory's participation in external Quality Assurance Programs.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

## **Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

- ensuring guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives;
- providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness;
- ensuring advice, recommendations and decisions support specified service delivery and program outcomes; where supervision is involved, and
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

The decision making and direction received in relation to the role are that:

- general direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area; and
- the occupant is expected to exercise judgement and initiative to provide solutions to meet service delivery requirements

## **Knowledge, Skills and Experience (Selection Criteria)**

1. Knowledge and expertise in the anatomy and necropsy techniques of finfish, crustaceans and shellfish.
2. Knowledge and expertise in histology techniques including sample cut-up.
3. Well-developed interpersonal and communication skills with the ability to explain operational procedures.
4. The ability to exercise independent judgment in: the practices, methods and standards to be applied; planning and timing required to complete complex, diverse tasks; together with the ability to be creative and show initiative to provide options, recommendations and solutions to satisfy non-standard requirements.
5. Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.
6. Knowledge and understanding of laboratory quality assurance principles and procedures, particularly those protocols required to meet NATA accreditation standards.

## Position Requirements

### Essential Requirements

- A Diploma or Advanced 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 education organisation or a registered and accredited training provider.

### Desirable Qualifications and Requirements

- Experience in a NATA accredited diagnostic laboratory
- A current motor vehicle driver's licence.

## About Us

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements NRE Tas is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), fire in national parks and other reserves, and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

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

## Working Environment

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

NRE Tas has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There is a strong emphasis on building leadership capacity throughout NRE Tas.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).