

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

University of New England Position Statement

SCHOOL/DIRECTORATE: Environmental and Rural Sciences (Primary Industries Innovation Centre)

POSITION TITLE: Laboratory Officer

POSITION CLASSIFICATION LEVEL: HEO5

REPORTS TO: Agronomy and Soil Science Laboratory Professional Officer

DATE CLASSIFIED: 7 October, 2009

POSITION DIMENSIONS:

The Primary Industries Innovation Centre (PIIC) is a joint venture partnership between the Industry and Investment NSW (DII) and the University of New England (UNE) to boost primary industries research, extension and training outcomes with a special focus on the New England-North West Region of NSW. This Laboratory Officer position is located within The National Centre for Rural Greenhouse Gas Research, a Centre that sits within the PIIC configuration. The position occupant will undertake soil analyses associated with the National Soil Carbon Research Program (NSW Node).

POSITION OBJECTIVE:

Provide specialist technical support for research as required by the National Soil Carbon Research Program (NSW Node). The position will require the application of significant expertise relevant to the requirements of the project, including soil preparation and soil analyses, especially soil combustion techniques.

At times the incumbent may be required to work flexible hours to accommodate the large amounts of samples that will be delivered to the laboratory during peak sampling periods. Wherever possible, the incumbent will be advised of the nature and duration of such flexible work hours well in advance.

DUTIES:

Under the general direction of the reporting line, duties include:

1. Providing specialist technical advice to students, staff and other participants within the NSCRP (NSW) project team.
2. Taking full responsibility for technical aspects of the day-to-day running of the project, ensuring that the project is proceeding as planned by the team. This could involve: assisting with experimental design and testing, set up, maintenance and monitoring of experiments.
3. Preparing soil samples requiring the use of specialist knowledge.
4. Undertaking soil analysis, especially LECO combustion analyses for C and N. Evaluating and preparing initial reports on outcomes.
5. Basic design, construction and/or modification of equipment to meet project needs. Maintaining and testing equipment during the project to ensure accurate data is

provided.

6. Sourcing, ordering and installing equipment and materials cost effectively, as required.
7. Managing the expenditures against project funds, providing regular reports to project manager.
8. Actively participating in regular meetings with the project team and ensuring decisions are implemented.
9. Supervising or coordinating tasks of other technical or administrative staff supporting the project.
10. Developing and participating in promotional displays on behalf of the project.
11. Ensuring occupational health and safety requirements are strictly adhered to in relation to technical activities.
12. Be aware of and apply the University's policies and procedures relating to equal opportunity, risk management, records management and quality assurance as they apply to this position.
13. Undertaking other duties as required and which are relevant to the position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. Completion of a relevant degree; or completion of a relevant associate diploma with relevant work experience; or an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Demonstrated experience in a research laboratory.
3. High-level oral, written and interpersonal skills.
4. Demonstrated ability to exercise independence, initiative and judgement.
5. Ability to prioritise work and meet deadlines.
6. Demonstrated competence using computers and knowledge of a range of relevant software such as Microsoft Excel and Access.
7. Demonstrated ability to work within a team environment.
8. Awareness of EEO, risk management, records management and quality assurance principles, and demonstrated understanding of OH&S principles as they relate to this position.