



POSITION DESCRIPTION

Position Title:	Laboratory Assistant / Technician
Cluster / Business Unit / Division	Nuclear Science and Technology (NST)
Section or Unit:	Environment – Research and Technology Group
Classification:	Band 2 / 3 (Linked Role)
Job Family:	Science
Position Description Number:	PD-2451
Work Contract Type:	Administrative
STEMM/NON-STEMM:	STEMM
STEMM CATEGORY:	Research & Sciences

POSITION PURPOSE

The position is to provide technical support for the Environment Research and Technology Group. The primary purpose of this role will be to carry out basic laboratory maintenance and sample preparation. The role will support the research & commercial goals of Nuclear Science & Technology (NST), and external customers.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries, and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Nuclear Science & Technology incorporates ANSTO's research, innovation, landmark research infrastructure and associated platforms and capabilities. NST conducts research and development in relation to nuclear science and technology and connects people, transfers knowledge and provides nuclear-based products and services for the benefit of Australia.

The Research Infrastructure portfolio consists of Groups established on scientific infrastructure and capabilities, with a number of the platforms categorised as landmark infrastructure. This includes a range of scientific assets, infrastructure, capability development and delivery for multi-decadal, multi-disciplinary, multi-user platforms for a collaborative user community and for internal research and development endeavours.

Within The Environment Research and Technology Group is a Research Infrastructure that comprises three core capabilities – Low Level Radioanalytical, Stable Isotope Analysis and Geochemical and Elemental Analysis – that operate specialist laboratories and instrumentation, providing expert analysis for high sensitivity measurement of radioisotopes and stable isotopes in environmental samples.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities – Band 2

All tasks at this band level are undertaken with direct supervision and guidance by senior staff

- Provide high quality sample preparation across the Environmental Research and Technology Group laboratories including preparation and weighing of sample material and reference standards using fine tweezers, microbalance, pipettes.
- Under guidance and supervision of the senior analysts, undertake scheduled sample preparation and analysis to meet the needs of clients.

- Conduct routine and non-routine cleaning of all facilities to ensure proper function, and compliance (quality, safety and regulatory) and the collection of waste and the subsequent categorisation, sorting to align with ANSTO waste management practice and non-active laundry management.
- Assist with sample and data management by receiving and logging samples, recording information on datasheets, filing/distributing records and archiving or returning samples to users on completion.
- Contribute to the maintenance of facilities and equipment by providing basic laboratory technical support, including placing orders, replenishment and circulation of general consumables, filing and documentation.
- Contribute to the preparation and/or maintenance of quality, regulatory and safety documentation.
- Contribute where required to the management of chemicals and chemicals stores by participating in the annual chemical disposal, inventory stocktake and affiliated operations.
- Under guidance and supervision of the senior analyst, ensure laboratory equipment and consumables are utilised in accordance with operational safety, security, sustainability requirements and adhere to applicable standards, legislative and regulatory guidelines.
- Undertake additional duties as required and during periods of leave of other staff.

Key Accountabilities – Band 3

- Under guidance and supervision of senior analysts, conduct daily operation and basic maintenance of the instrumentation in all the Environment Research and Technology group laboratories.
- Under guidance and supervision of senior analysts prioritise, plan and schedule sample preparation and analysis to meet the needs of clients.
- Develop skills to recognise issues with instruments and/or software and inform the Senior Analysts.
- Begin liaising with instrument manufacturers/service engineers to resolve issues or organise repairs.
- Contribute to the preparation and/or maintenance of quality, regulatory and safety documentation.
- Ensure adequate stock of chemicals, consumables and spare parts are maintained.
- Under guidance and supervision of senior analysts, ensure laboratory equipment and consumables are utilised in accordance with operational safety, security, sustainability requirements and adhere to applicable standards, legislative and regulatory guidelines.
- Begin to track trends in data to identify long term averages and trends in instrument performance.
- Together with Senior Analysts, provide training and supervision to visiting researchers and continuing contractors on sample preparation.
- Contribute to method development and appraisal of analytical instruments.
- As a team member, contribute to the success of the Environment Research and Technology group in meeting its strategic goals, by participating in meetings, sharing new ideas, completing administrative requests in a timely manner and other activities which may arise with limited notice.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making - Band 2

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the NST strategy and The Environment Research and Technology Group Business Plan provide the context for the position.
- Determine daily work priorities with guidance from the senior analyst(s) within the context of agreed work plans and will consult with the Capability Area Manager on basic to intermediate complexity issues that have a significant impact on sample analysis within the Environment Research and Technology Group.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Decision Making - Band 3

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the NST strategy and the Environment Research and Technology Group Business Plan provide the context for the position.
- The position is accountable for the accuracy, integrity, and quality of the content of advice provided to users and staff and is required to ensure that decisions are based on sound evidence. Guidance from the Senior Analysts or Capability Area Manager must be sought whenever an issue/topic first arises.
- Determine daily work priorities with guidance from the senior analysts within the context of agreed work plans and will consult with the Capability Area Manager on complex, sensitive and major issues that have a significant impact on sample analysis within the Environment Research and Technology Group..
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

The degree to which these challenges are managed by the role holder is dependent on their experience and abilities, in line with their Band.

- Ensuring accuracy when entering data and applying diligence while completing routine tasks.
- Maintaining a high level of accuracy and focus whilst undertaking repetitive tasks.
- Together with the Senior Analysts &/or Capability Area Manager, manage conflicting priorities and urgent deadlines with short notice across all the Environment Research and Technology Group laboratories.
- Together with the Senior Analysts &/or Capability Area Manager, meeting the needs of multiple stakeholders and adjusting work plans and processes, to meet user expectations.
- Ensuring compliance with WHS and ISO9001 requirements

KEY RELATIONSHIPS

Who	Purpose
Internal	
Capability Area Manager (Line Manager)	<ul style="list-style-type: none"> • Receive guidance and direction. • Provide regular updates on key tasks, issues & priorities. • Provide expert, authoritative and evidence-based advice. • Provide information on capital equipment. • Submit orders for the purchase of non-capital equipment.
Work area team members (B16, B34 & B21 lab staff)	<ul style="list-style-type: none"> • Receive and provide data on the status of the work environment. • Discuss and agree on daily - yearly work priorities and schedules. • Contribute to group decision making processes, planning and goals. • Collaborate and share accountability. • Negotiate and resolve conflicts
The Environment Research and Technology Group staff	<ul style="list-style-type: none"> • Contribute to group discussions, decision making processes and planning. Participate in meetings, share information, and provide input on issues. • Collaborate and share accountability.
External	
Suppliers	<ul style="list-style-type: none"> • Organise the timely purchase and delivery of consumables and other non-capital equipment. • Obtain information relating to the purchase, upgrade, or repair of capital equipment.

Facility users from universities, industry, national and international research organisations.

- Assist Analysts to provide all visiting users with a safe and productive experience during their time at ANSTO.

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to The Environment Research and Technology Group Capability Area Manager
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2023/2024)

Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed.
Travel:	May be required travel offsite and pick up consumables and cleaning supplies. Infrequent domestic travel. May be required to undertake field work in remote locations from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Laboratory facility physical requirements (good eye/hand coordination and fine motor skills, lifting, standing for long periods, operating machinery / equipment). Wearing personal protective equipment for the handling of hazardous and/or radioactive materials.
Radiation areas:	Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions. Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions.
Hours:	Willingness to work extended and varied hours based on operational requirements. After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

All Workers

Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties. May be required to undertake one or more of the specified roles within the context and course of their duties: Area Supervisor.
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ORGANISATIONAL CHART

Refer to the published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

Band 2

1. HSC with relevant work experience or Vocational Certificate in relevant area.
2. Demonstrated ability to carry out basic laboratory tasks, such as stocktake and cleaning (Essential)
3. Demonstrated ability to maintain a high level of accuracy and focus whilst undertaking a repetitive task requiring good eye/hand coordination and fine motor skills (Essential)
4. Understanding of preparation and maintenance of quality documentation and analytical records.
5. Demonstrated ability to follow policy, procedures, and guidelines.
6. Experience in operating within laboratory quality and safety requirements.
7. Interpersonal and communication skills including technical writing skills, with the ability to interact and communicate clearly, develop, and maintain productive working relationships.
8. Desire to establish productive relationships.
9. Strong focus on meeting deadlines whilst maintaining attention to detail.

Band 3

1. Diploma in Chemistry or Laboratory Technology, or equivalent (Essential)
2. Practical analytical laboratory experience including operating and maintenance of instrumentation (Desirable).
3. Practical knowledge and experience in analytical data calculations (Desirable)
4. Experience in operating scientific software for data acquisition and data processing. (Desirable)
5. Desire to prepare analytical reports and data interpretation.
6. Demonstrated ability to work under limited supervision, and take initiative in responding to changing priorities and deadlines (Essential)
7. Demonstrated ability to maintain a high level of accuracy and focus whilst undertaking a repetitive task requiring good eye/hand coordination and fine motor skills (Essential)
8. Experience in preparing and maintaining quality documentation and analytical records.
9. Demonstrated ability to follow policy, procedures, and guidelines.
10. Experience in operating within laboratory quality and safety requirements.
11. Interpersonal and communication skills including technical writing skills, with the ability to interact and communicate clearly, develop, and maintain productive working relationships.
12. Desire to establish productive relationships.
13. Strong focus on meeting deadlines whilst maintaining attention to detail.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Kellie-Anne Farrawell	Name:	Karina Meredith
Title:	Capability Area Manager	Title:	Director, Environment Research and Technology Group
Signature:		Signature:	
Date:	21/03/2024	Date:	21/03/2024

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour

Laboratory Assistant/Technician (PD 2451)

Band 2 to Band 3 Transition Checklist

Name:	
Commencement Date:	
Assessment Date:	

Note: Full written submission demonstrating and justifying how the employee meets the requirements must also be attached.

Requirements for transition	Met Criteria
a) Minimum 2 years working as a Laboratory Technician (Band 2) or b) Minimum 3 years equivalent experience	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diploma in Chemistry or Environmental Science, or equivalent	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated ability to independently and responsibly perform Band 3 responsibilities and apply required knowledge, skills and experience for the Band 3 position including:	
Undertake Band 2 accountabilities at a technical intermediate level and independently without supervision or guidance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated ability to maintain timely sample preparation to a high standard.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated ability to contribute to revision and updating of compliance documentation and processes, including quality control and safety documents as part of the process of continual improvement in safety, quality, and efficiency within the Environment Research and Technology Group Laboratories.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated interest in and basic understanding of maintenance of the instrumentation in all the Environment Research and Technology Group laboratories	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated ability to provide basic technical information on sample processing methods, scheduling, and sample outcomes to internal and external customers in consult with the Senior Analysts.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated ability to occasionally undertake limited additional duties for short periods of time of senior staff absences.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated interest and basic understanding of the analytical instrumentation from all the Environment Research and Technology Group labs.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Demonstrated ability to prioritise, plan and schedule sample preparation and analysis in consultation with Senior Analysts (or delegate).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrated commitment to a sustained proactive work ethic, by assisting others to meet deadlines or finish tasks in times when there is spare capacity.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Manager Recommendation:

I have reviewed the employee's competence in accordance with Linked Role PD-2451 and certify that the employee meets all requirements for transition and recommend transition from Band 2 to Band 3 be endorsed.

Manager Name:	
Signature:	
Date:	

NST Leader Assessment

I have assessed the submission and confirm that the employee meets all requirements for transition from Band 2 to Band 3

General Manager Name:	
Signature:	
Date:	