

# Role Description

## Trainee Laboratory Technical Assistant



Department of  
Primary Industries

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	DPI / Infrastructure, Investment & Business Development
Location	Wollongbar / Wagga Wagga
Classification/Grade/Band	Public Service Trainee (Laboratory Operations) Skill Level B
Role Family <i>(internal use only)</i>	Bespoke / Science Technicians / Support
ANZSCO Code	311411
PCAT Code	1119192
Date of Approval	May 2021
Agency Website	<a href="http://www.dpi.nsw.gov.au">www.dpi.nsw.gov.au</a>

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

NSW Primary Industries, as Department of Primary Industries (DPI), supports the development of profitable primary industries that create a more prosperous NSW and contribute to a better environment through sustainable use of natural resources.

DPI Infrastructure, Investment & Business Development Branch works across the breadth of DPI and is focused on maximising the utilisation and productivity of the Department's infrastructure portfolio. Through strong partnerships (internal and external) we also identify commercialisation pathways and help shape DPI's future investments. Our programs focus transforming our connections with customers through data and excellence in customer service and delivery of assistance programs.

### Primary purpose of the role

Provide technical support in the chemical analysis of laboratory customer samples.

### Key accountabilities

- Provide technical support in the preparation and analysis of samples including the accurate collation and reporting of results under the direction of senior technical staff.
- Assist with sample receipt, registration and correct storage of received samples
- Contribute to the maintenance of laboratory quality control and quality assurance systems
- Work as part of a team to support the research work and other projects of the Department

## Key challenges

- Organising time and resources to enable the efficient performance of basic technical tasks required for sample analysis, equipment maintenance and calibration
- Ensuring accurate results are generated and maintained for sample analysis, equipment maintenance and calibration in accordance with QA requirements

## Key relationships

Who	Why
<b>Internal</b>	
Laboratory Coordinator	<ul style="list-style-type: none"><li>• Provides regular updates on key issues and progress.</li><li>• Escalates issues as appropriate</li></ul>
Senior Laboratory Staff	<ul style="list-style-type: none"><li>• Receives guidance from, discusses priorities and provides regular updates on key issues and progress.</li><li>• Escalates issues as appropriate</li></ul>
Team Members	<ul style="list-style-type: none"><li>• Interact with and work collaboratively to achieve unit outcomes</li><li>• Collaborate and participate in meetings and discussions to determine work outcomes</li></ul>

## Role dimensions

### Decision making

Operates in a structured environment subject to established policies, procedures and practices. Takes direction from Laboratory Coordinator and other staff members to undertake daily laboratory tasks.

### Reporting line

This position reports to the Laboratory Coordinator

### Direct reports

Nil

### Budget/Expenditure

Nil

## Capabilities for the role





The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.





The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>Behave in an honest, ethical and professional way</li> <li>Build understanding of ethical behaviour</li> <li>Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation</li> <li>Speak out against misconduct and illegal and inappropriate behaviour</li> <li>Report apparent conflicts of interest</li> </ul>	Foundational
 Relationships	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>Recognise the importance of customer service and understanding customer needs</li> <li>Help customers understand the services that are available</li> <li>Take responsibility for delivering services that meet customer requirements</li> <li>Keep customers informed of progress and seek feedback to ensure their needs are met</li> <li>Show respect, courtesy and fairness when interacting with customers</li> <li>Recognise that customer service involves both external and internal customers</li> </ul>	Foundational
 Results	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>Take responsibility for own actions</li> <li>Be aware of delegations and act within authority levels</li> <li>Be aware of team goals and their impact on work tasks</li> <li>Follow safe work practices and take reasonable care of own and others' health and safety</li> <li>Escalate issues when these are identified</li> <li>Follow government and organisational record-keeping requirements</li> </ul>	Foundational
 Business Enablers	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> <li>Display familiarity and confidence when applying technology used in role</li> <li>Comply with records, communication and document control policies</li> <li>Comply with policies on the acceptable use of technology, including cyber security</li> </ul>	Foundational

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 <b>Relationships</b>	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 <b>Results</b>	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
 <b>Business Enablers</b>	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational