



100% MADE OF NEW ZEALAND

Laboratory Technician

Position Description

Our Vision: To become the world's most successful and sustainable grass-fed red meat company

Division: Food Quality, Environment and Assurance

Reports to: Laboratory Manager

Role purpose:

The Laboratory Technician (Microbiology) has responsibility for ensuring the analytical testing of microbiological samples is carried out in an accurate and timely manner ensuring legislative and company policies and procedures are adhered to.

Responsibilities include:

- Leadership
 - Laboratory Services
 - Information Systems
 - Reporting
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Key relationships

External:

Suppliers to Laboratory
Service to Silver Fern Farms Plants throughout NZ
Laboratory Proficiency Providers
Sub-contract Laboratories
External Clients

Internal:

Laboratory/Technical personnel
Site Managers and Leaders
Food Safety & Regulatory Manager
Group Market Access & Regulation Manager
Food Safety & Regulatory Coordinator
Site support staff
Dunedin / Christchurch / Hastings support staff

Key responsibilities

Leadership

- Actively participate as member of the team
 - Contribute to the further development of team culture and goals
 - Research and resolve issues as required
 - As the subject matter expert, take a lead role within your area of responsibility to achieve the desired outputs
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Laboratory Services

- Sampling, preparation and analytical testing of microbiology samples as described in the Silver Fern Farms Central Laboratory Procedures Manual and Appendices

- Analysis of microbiology samples at the frequency described in the Silver Fern Farms Monitoring Programme or as directed by the Microbiologist
- Analysis of the accuracy and precision of tests performed to ensure the requirements of the laboratory Quality Control procedures are met
- Media Validation and Quality Control as described in the Silver Fern Farms Central Laboratory Procedures Manual and Appendices
- Calibration of test equipment according to the laboratory Calibration schedule and procedures.
- Ensure test equipment is operational and meets all minimum compliance standards
- As part of the Laboratory team, ensure that the laboratory is clean and tidy and complies with all health and safety standards
- Ensure all procedures are aligned with 'Our Methods, Our Techniques'

Information Systems

- Assist with the development, implementation and review of policy, guidelines and procedures as required.
- Assess and recommend on-going improvements to procedures and systems.

Reporting

Ensure the compliance of company reporting standards, by:

- Providing accurate and timely reporting as required (financial; progress; projects, etc.)
- Proposing strategies with clear indications of costs and benefits and reporting on the achievement of these.

Competencies and professional expertise

- Commercial acumen
- Demonstrates excellent written, oral and interpersonal communication skills
- Keen attention to detail
- Accurate and energetic approach to business success
- Broad-based experience or a sound knowledge of Laboratory practices and policies with a particular emphasis on Analytical testing
- Technical skills and competencies required for Key Technical Personnel within the Laboratory's external accreditation programme
- A demonstrated knowledge of the legal and legislative compliance conditions and issues applicable to the meat industry.
- Computer literacy - proficiency in the use of Microsoft (Word, Excel).
- Accurate record keeping is vital to the function of this role

Core expectations

Customer focus - Proven ability to take ownership of issues

Adding value – Contribute to cross-functional projects and strategic initiatives

Values and Strategy – Live the Silver Fern Farms values and strive to achieve our strategic goals



Other duties – Complete all reasonably requested tasks in a competent and timely manner

Health, Safety and Wellness

- Follow all reasonable instructions, do not by action or inaction put yourself or others in harm's way
 - Follow all company and legislative health, safety and wellness policies, standards, and procedures including wearing PPE and using safety devices as required
 - Ensure your own fitness for work and carry out duties safely including reporting hazards, near misses and incidents immediately
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