

POSITION DESCRIPTION

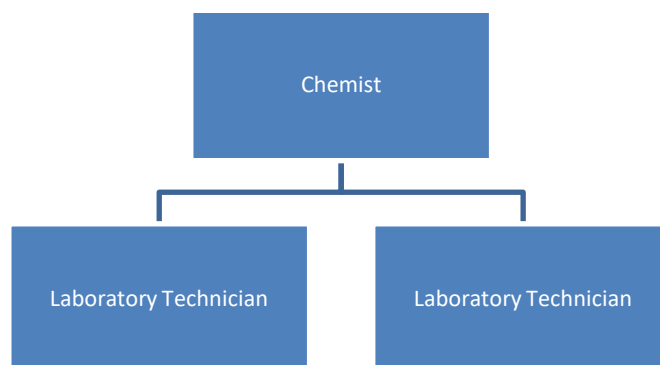
Position Information

Position Title	Laboratory Technician	Business Unit	Technical & Environmental
Department		Reports to	Chemist
Purpose of Position	Testing, analysis and reporting within a laboratory environment, together with maintenance and good housekeeping of equipment and facilities.		
Number of Direct Reports	Nil	Number of Indirect Reports	Nil
Operating Budget	Nil	# of People in BU	20

Values



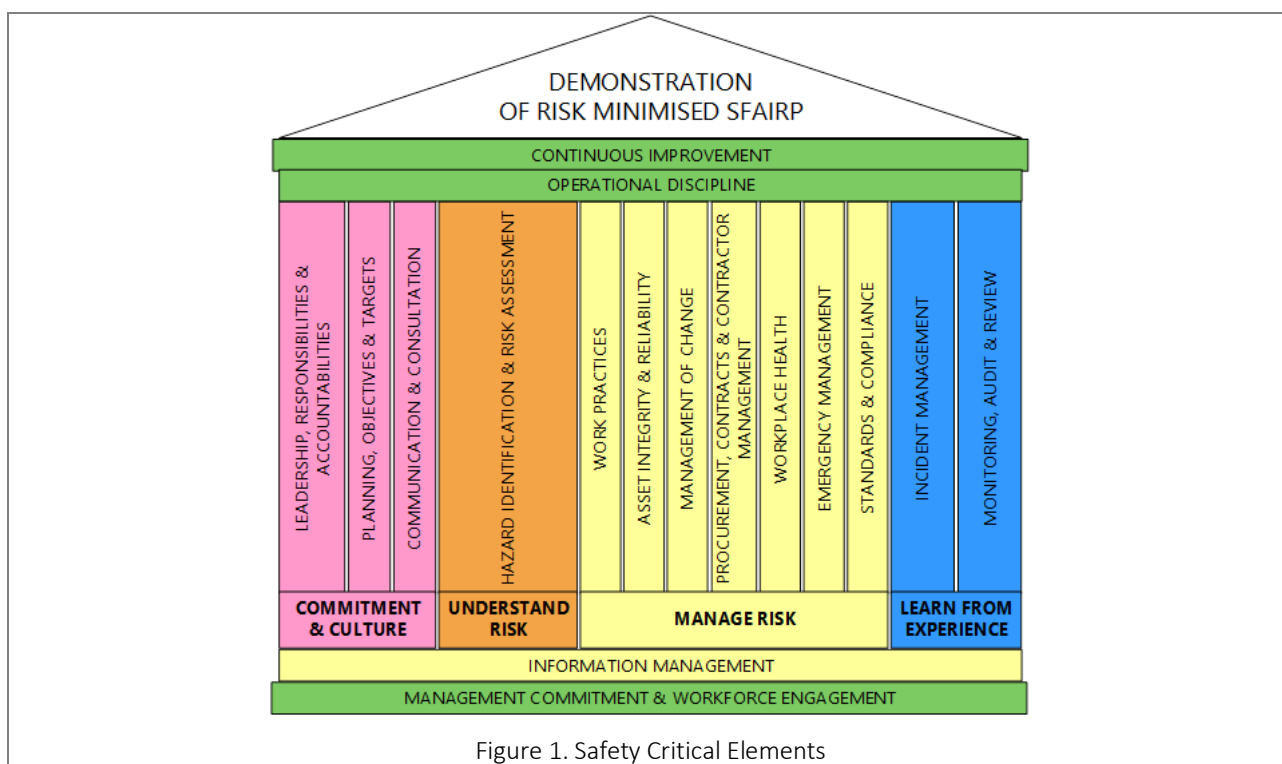
Structure



Key Accountabilities

<i>Jobholder is accountable for</i>	<i>Job holder is successful when</i>
Operational - Carrying out laboratory testing of wide range of process samples to ensure process operational and quality parameters are being measured. - Reporting analysis results. - Prepare chemicals for remote laboratories, calibration solutions. - Train technical personnel in laboratory techniques. - Document procedures and activities which maintain integrity of information such as calibration and maintenance of equipment. - Monitor performance of laboratory and provide corrective actions. - Ensure stocks of chemicals and equipment are monitored and replacements obtained a necessary - Recommend purchasing of chemicals and equipment as required. Supply analysis results to business units - Analyse and provide the data for the samples provided by the Business units, including Tasman site and/or their customers. - Provide training to Technical personnel in laboratory techniques to assist with trial work. - Provide technical support to testing equipment in operations areas.	- Work is accurate and on time. - Internal Customer needs are met and on time - External Customer facing work is accurate and met on time - Laboratory housekeeping is to industry standard - Laboratory compliance with HSNO and Lab Safety regulations is to standard

• Use laboratory facilities to identify operational and product quality issues. • Prepare reliable test chemicals for use throughout the Mill and maintain stocks as specified by the business units. • Maintain quality information using Laboratory Quality Management System. Maintain Laboratory performance and availability • Monitor laboratory performance and take action on equipment problems. • Liaise with maintenance personnel as necessary. • Commission new test equipment. • Plan workload for laboratory. • Despatch samples for external analysis as necessary. • Ensures laboratory maintains its quality assurance systems.	
People Responsible for supporting the Chemist and for personal behaviours and teamwork	○ Well rounded team member and can slot into any routine task in the lab and back up fellow team members
Financial No budget responsibility but able to support the Chemist in managing costs and efficiencies in the lab	○ Laboratory expenditure is as planned ○
Safety Accountability All employees are responsible and accountable for • Looking after their own safety and the safety of those who may be affected by their actions and behaviour. • Setting a good example to others and encourage fellow employees to work safely and to follow rules and other requirements.	○ Job holder upholds and adheres to the Oji Fibre Solutions Health & Safety Policy. ○ Job holder upholds and adheres to the Health & Safety at Work Act 2015. ○ Compliance with HSNO for handling hazardous substances in the laboratory. ○ Act as area warden
Safety Management Oji Fibre Solutions has implemented a comprehensive safety management system (SMS) to assist in the identification of hazards and provide assurance to key stakeholders that the controls remain effective. The SMS is based on four foundation principles: • commitment and culture • understand risk • manage risk • learn from experience There are 14 SMS elements detailing how these foundation principles are to be achieved, as shown in Figure 1. The implementation of these 14 elements facilitates the growth of a safety culture that produces continuous improvement and operational discipline demonstrating that risk is minimised so far as reasonably practicable. All employees have a responsibility to manage risk. An employee's responsibility will vary with their role and is documented in the Safety Responsible, Accountable, Support, Consult and Inform (RASCI) Matrix which is a controlled document.	



Any other fair and reasonable task that the Employee is qualified, trained or experienced to undertake. This includes: complying with company policies; following Standard Operating Procedures and processes or other written instructions/files (where they exist); and undertaking training as identified by the company from time to time to support the company's values and in line with its business practices.

Technical Requirements

Qualifications	Preferred • Tertiary level science studies Essential • Year 12 education, science, mathematics, or tertiary level science studies.
Experience	• Laboratory practice. • Computing skills. • Pulp & Paper industry experience • Quality systems knowledge.

Competencies – Individual Contributor Level 2

Core Competencies - Descriptors	Core Competencies - Behaviours
Judgment Effectively examines events, issues, and problems, and generates solution alternatives. Makes timely and sound decisions on everyday issues and problems by applying accurate logic, appropriate knowledge, expertise, and common sense.	Exercise Professional Judgment ○ Applies accurate logic and common sense in making decisions and coming to conclusions. ○ Chooses courses of action or makes decisions that are consistent with policies, procedures, and rules. ○ Makes timely decisions on problems/issues requiring immediate attention. ▪ Recognizes the implications and risks of actions and decisions.
Focus On Customers	Meet Customer Needs

Builds and delivers customer-centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred solutions that go beyond existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.	○ Accurately identifies customer requirements, expectations, and needs. ○ Addresses customer needs by involving the right people (resources) at the right time. ○ Continually searches for ways to improve customer service and remove barriers to service. ○ Follows up with customers to ensure problems are solved. ■ Seeks feedback from customers to identify improvement opportunities.
Execution Manages work and work performance, holding associates accountable to effectively and efficiently complete work responsibilities. Demonstrates initiative, works to achieve results, meets or exceeds goals, acts on opportunities to create value.	Focus on Execution ○ Acquires the authority, support, and information needed to carry out work. ○ Anticipates and works to remove obstacles to achieving quality results in a timely manner. ○ Holds self-accountable for complying with policies, procedures, and work requirements. ■ Prioritizes and balances time, actions, resources, and initiatives to ensure results are achieved.
Results Orientation Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.	Produce Results ○ Demonstrates a strong sense of ownership and a commitment to achieving meaningful results. ○ Initiates timely action to address important issues. ○ Pursues initiatives/efforts to successful completion and closure. ■ Puts in persistent efforts to accomplish desired results.
Effective Communication Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high-quality information between self and others and across the organization; encourages the open expression of ideas and opinions.	Provide Professional Communication ○ Communicates information clearly, concisely, and professionally. ○ Listens carefully and attentively to others' opinions and ideas. ○ Prepares and delivers coherent and credible presentations. ○ Provides timely, relevant information to those who need it. ○ Tailors communication style and content to the audience. ■ Writes reports, documentation, and other written information clearly and thoroughly.
Establishing Trust Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments. Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accordance with expressed	Demonstrate Integrity ○ Acts in accordance with stated policies and practices. ○ Does not cover up problems or blame others for mistakes. ○ Does not disclose confidential information. ○ Follows through on commitments. ■ Is honest and direct in dealing with people.

beliefs and commitments; maintains high standards of integrity.	
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Authority

Decisions:

- Interpret results against specification or control limits
- Determine material and stock levels
- Escalate abnormal results

Recommendations:

- Purchasing recommendations
- Equipment diagnosis and action plans

Relationships

Most Frequent Contacts	Nature or Purpose of Contact
Technical Manager	• Overall direction, lab and personnel development, improvement projects
Area Managers – Steam & Recovery, Pulp	• Liaison with laboratory to ensure routine service provision met, identify areas of concern.
Environmental Team Members	• Plan and assist with additional measurements and any follow-up work in this area.
Production Management, Technical Leads and Process Engineers	• Assist with troubleshooting process and quality problems. • Carry out non-routine work requests, review of data. • Planning investigative projects with associated technical information exchange.
Other Mill Staff	• Provide technical advice.
OjiFS Preferred Suppliers	• Carry out management agreed lab work on their behalf, review results and improve methods. • Provide advisory assistance.
Chemical Sales Customers	• Assistance, provision of CoA and QC data, information and interpretation.

Confidentiality

Staff are expected to maintain confidentiality at all times; except in the proper performance of their duties, the employee shall not divulge information concerning the business, affairs, property or other activities of the business

Change to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment– including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Position Description should be reviewed as part of the annual performance and development review.

Reviewed

(Employee)	Date	
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(Line Manager)	Date	
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