

Job Description Form (JDF)

Position details

Position title: Laboratory Technician
Position number: 70220245
Classification: Level 2
Physical location: Perth Metropolitan Area
Award: PSA 1992
Agreement: PSCSAA 2024
Pillar: Biosecurity & Emergency Management
Directorate: DPIRD Diagnostics and Laboratory Services
Branch: Plant Pathology

Reporting relationships

Reports to: Seed Testing & Certification Supervisor (70191482), Level 6
This position
Direct reports: Nil

Role summary

As directed, provides unsupervised routine and general assistance to senior officers in laboratory, diagnostics and/or certification activities. Undertakes a range of simple and routine laboratory tasks using established procedures and/or techniques.

Performs laboratory, diagnostics and/or certification activities in the processing, diagnosis, testing, identification and reporting of animal and/or plant diseases and/or pests; including surveillance for emergency diseases, emerging diseases and pests, residue incidents and endemic disease and/or pest testing and/or identification.

In the DPIRD Diagnostics and Laboratory Services (DDLs) Branch Laboratory Technicians are utilised to support disciplines such as animal and plant pathology, microbiology, entomology, seed testing and/or certification.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Technical Support

- Provides assistance in laboratory experiments by carrying out routine laboratory, diagnostics and/or certification tasks.
- Records, tabulates, and checks routine research and surveys.
- Follows procedures and prepares routine samples for routine laboratory quality testing and accurately records results.
- Assists with the collation and routine analysis of research and survey data.
- Undertakes routine maintenance of laboratory equipment used in research projects.
- Operates and maintains machinery and assists maintenance of experimental equipment.
- Prepares workspaces, chemicals, and resources (equipment and materials as directed; and undertakes basic diagnostic testing in compliance with approved laboratory practices and guidelines.
- Ensures laboratory resources are used appropriately and assists with stock-takes and ordering.

Communication and Liaison

- Maintains networks with officers in own project/operation/location and develops relationships across projects / operations/ locations.
- Supports communication and industry development activities by assisting with presentations on the application of established technical practices.
- Arranges meetings, field days and demonstrations as required.
- Attends to customer enquiries on routine technical enquiries.
- Attends to customer grievances on routine technical enquiries according to policy and procedure, and escalates more complex matters.
- Liaises with other laboratory staff regarding organisation and operation of laboratory activities as directed.

General

- Assists with the supervision and training of lower level and casual technical staff as required.
- Participates in the implementation and evaluation of procedures and operations.
- Under direction, works with pesticides and other hazardous substances in accordance with standard safety procedures and guidelines.
- Undertakes emergency response duties as required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Knowledge of laboratory techniques, scientific methods and analytical procedures.
2. Some experience providing technical support to laboratory, research or certification programs relating to animal (Terrestrial/Aquatic) and/or plant diseases and/or pests.

Core capabilities

3. *Build effective relationships*: Demonstrated sound written, verbal and interpersonal communication skills, including the ability to liaise internal stakeholders and the ability to document processes and prepare reports.
4. *Challenge for innovation*: Ability to contribute to the development of plans and methods and innovative solutions to problems.
5. *Think strategically*: Ability to apply conceptual, analytical and problem-solving skills to resolve identified issues.
6. *Deliver in a changing environment*: Demonstrated time management skills including the ability to prioritise work and meet deadlines within agreed timeframes.
7. *Lead and empower others*: Ability to work collaboratively within a team environment to achieve stated goals.

Desirable criteria

1. Bachelor's degree in relevant discipline or equivalent relevant experience.

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

Delegated authority

Position title: Deputy Director General, Biosecurity & Emergency
Management
Endorsement Date: 10 September 2025