Position Summary:

The Research Assistant is a member of the Winemaking Management team. The Research Assistant is responsible for collecting, processing and analysing grape and wine samples and providing support for research and development projects.

Position Dimensions / Roles Reporting to Position / Decision Making Authority:

Position Dimensions

The Research Assistant is primarily responsible for:
- Collecting, processing and analysing grape and wine samples
- Collecting, collating and interpreting data;
- Maintaining and calibrating laboratory equipment and supplies
- Providing technical assistance to research and development projects
- Assist with the preparation of sensory sessions and tastings as required

Roles reporting to position

There are no roles reporting to this position.

Decision Making Authority

- Execute approved R+D projects using agreed science-based methodology
- Approve accuracy of results and monitor quality control systems
- Maintain cleanliness of R+D and sensory laboratory
- Maintain laboratory consumable stocks and arrange orders as required
- Act immediately to ensure full compliance to company policies, procedures and standards in the workplace

Key Responsibilities
Under the direction and guidance of the Research Officer – Winemaking Management:

- Coordinate grape and wine sample collection from vineyards, maturity laboratories, weighbridges, wineries, bottling halls and warehouses as required
- Operate and maintain laboratory equipment to manufacturer specifications
- Control and maintain adequate laboratory stock and supplies for the R+D laboratory
- Assist with the implementation and management of R+D projects
- Assist with the collation of data, analysis, reporting of results
- Establish and manage processes and systems to ensure that all testing, analysis and related documentation are accurate and meet or exceed ‘best practice’ international standards.
- Continually review and evaluate Standard Operating Procedures and Work Instructions for the R+D Laboratory to ensure accuracy and relevance
- Liaise and communicate effectively with internal staff
- Build and maintain effective working relationships with key suppliers.

Compliance

- Comply with the relevant Legislation and Company policies, procedures and standards on Health and Safety at work, environment, quality and Food Safety (HACCP)
- Ensuring the occupational health, safety and welfare of all individuals working in their area of operation via:- the provision of a safe workplace; observing safety policy; identifying, assessing and controlling hazard in the workplace; implementing procedures that have been developed to ensure health and safety; and supporting employees returning to work on vocational rehabilitation return to work plans and or programmes. These responsibilities are best achieved through the facilitation of employee consultation and participation.
- Ensure minimal impact on Health and Safety, environment, quality and Food Safety (HACCP) through identification of risks, suitable/appropriate controls, adherence to these controls, monitoring of results and continually improving the controls
- Create a culture whereby employees and self abide by the Company’s Equal Opportunity / Harassment policies, and the principles contained within the legislation, and to act in a manner which will create and maintain a workplace that supports diversity and is free from discrimination, harassment, bullying and hostility
- Identify training needs for Health and Safety at work, environment, quality and Food Safety (HACCP) and ensure that they are met
Monitor external service providers to ensure compliance with all relevant Company policy and Procedures.

Skills / Attributes/ Qualifications / Experience:

Essential:

Qualifications

- Bachelor of Science or equivalent tertiary qualification

Experience

- Demonstrated experience in general laboratory principles and techniques
- Demonstrated experience with laboratory quality assurance systems
- Experience in report writing based on scientific results

Skills & Attributes

- Effective verbal and written communication skills including the ability to prepare reports to a required standard (content / presentation)
- Intermediate level competency in MS Office applications (Outlook, Word, Excel)
- Highly developed analytical ability
- Confidence in presentation of data/results/information to a range of internal stakeholders
- Ability to cope with competing priorities
- Ability to meet deadlines
- Able to maintain confidentiality

Desirable:

Qualifications

- Major in chemistry or biochemistry related discipline
- Honours degree in related discipline

Experience

- Experience in a wine industry, research laboratory or manufacturing-based laboratory environment

Special Conditions (if any):

- Intra/inter state travel
• Flexible working hours
  o Ability to work shifts
  o Ability to work public holidays and weekends if required

• Current driver’s license

Research Assistant (name/signature) Date:

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Research Officer (name/signature) Date:

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