



Pernod Ricard Pacific

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Research Assistant
<b>BUSINESS UNIT OR SUPPORT FUNCTION:</b>	Orlando Wines
<b>DEPARTMENT:</b>	Winemaking Management
<b>REPORTING TO:</b>	Research Officer
<b>LOCATION:</b>	Rowland Flat
<b>DATE OF VERSION:</b>	June 2010

### **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
  - Ability to work shifts
  - 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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